



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

P.O. Box 608 • Whittier, Alaska 99693 • (907) 427-2327 • Fax (907) 472-2404

**WHITTIER CITY COUNCIL
WILL HOLD
A SPECIAL MEETING
TUESDAY, MAY 22, 2018
AT 7:00 PM
COUNCIL CHAMBERS
3rd fl. PUBLIC SAFETY BUILDING**

Page

AGENDA

1. CALL TO ORDER

2. OPENING CEREMONY

3. ROLL CALL

- A. Council Members Present
- B. Administration Present

3 4. APPROVAL OF MINUTES

- A. April 17, 2018 Regular Meeting Minutes
- April 30, 2018 Special Meeting Minutes
- May 15, 2018 BOE Hearing Minutes

5. APPROVAL OF REGULAR MEETING AGENDA

6. MAYOR'S REPORT

- A. Mayor Report – Daniel Blair
- B. Vice Mayor Report – David Pinquoch

18 7. MANAGER'S REPORT

- A. Acting City Manager's Report – Annie Reeves
- B. City Attorney's Report – Holly Wells
- C. School District Report – Lindsey Erk
- D. Directors' Reports
 - 1. Finance Officer Report – John Janik
 - 2. Harbormaster Report – Kyle Sinclair
 - 3. Public Safety Report – Mark Hager
 - 4. Public Works Report – Scott Korbe

8. COMMISSION/COMMITTEE REPORTS

- A. Planning Commission
- B. Port & Harbor Commission
- C. Parks & Recreation Committee
- D. Prince William Sound Aquaculture Corp.
- E. Regional Citizen's Advisory Council

9. CITIZEN'S COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING

10. APPROVAL OF THE CONSENT AGENDA

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11. PUBLIC HEARINGS (NON-ORDINANCE)

12. PRESENTATIONS

13. ORDINANCES

Introduction (1st reading)

14. PUBLIC HEARING (2nd reading)

35 15. RESOLUTIONS

A. Res. #09-2018 – A resolution of the City Council of the City of Whittier, Alaska adopting the rate of levy, date of equalization and date when taxes become delinquent for 2018 tax roll.

B. Res. #10-2018 – A resolution of the City Council of the City of Whittier, Alaska requesting FY 2019 Payment in Lieu of taxes (PILT) funding from the State of Alaska, Department of Commerce, Community, and Economic Development.

C. Res. #11-2018 – A resolution of the City Council of the City of Whittier, Alaska accepting FY 2019 Community Revenue Sharing Funds from the State of Alaska, Department of Commerce, Community, and Economic Development.

D. Res. 12-2018 – A resolution of the Whittier City Council authorizing the Acting City Manager to enter into a contract with Pruhs Construction, LLC. To build Shotgun Cove Road station 65+00 to 114+00 for \$2,562,590.00.

16. EXECUTIVE SESSION

17. UNFINISHED BUSINESS

A. Alaska Railroad Road Crossing

41 18. NEW BUSINESS

A. Review of Ordinance #03-2017

B. Employee Flowchart

C. Bellingham Marine Quote for Harbor Reconstruction Phase 3

D. DeLong Dock Wharf Rates

E. Council Approval for the Rental of City-Owned Condos to Whittier Seafood LLC

F. Army Corp of Engineers Request for Additional Funding Regarding the Head of the Bay Project

19. COUNCIL DISCUSSION

20. CITIZEN'S DISCUSSION

21. COUNCIL AND ADMINISTRATION'S RESPONSE TO CITIZEN'S COMMENTS

22. ADJOURNMENT



THE CITY OF WHITTIER

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**WHITTIER CITY COUNCIL
REGULAR MEETING
TUESDAY, APRIL 17, 2018
7:00 PM
COUNCIL CHAMBERS
PUBLIC SAFETY BUILDING**

MINUTES

1. CALL TO ORDER

Mayor Daniel Blair called the meeting to order at 7:00 p.m.

2. OPENING CEREMONY

Charlene Arneson led the Pledge of Allegiance.

3. ROLL CALL

- A. Council members present and establishing a quorum:** Monty Irvin, Debra Hicks, Dave Dickason (telephonic), Peter Denmark, David Pinguoch and Daniel Blair.

MOTION: Peter Denmark made a motion to excuse Victor Shen from tonight's meeting.

SECOND: Debra Hicks

DISCUSSION: None

VOTE: Motion passed unanimously

B. Administration Present:

Annie Reeves, Acting City Manager
Naelene Matsumiya, City Clerk
John Janik, Finance Officer
Holly Wells, City Attorney
Scott Korbe, Public Works Director

Kyle Sinclair, Harbormaster
Mark Hager, Acting Police Chief
Dyanna Pratt, Executive Assistant
Annei Goldsmith, City Attorney

Others Present:

Dutch Lucorr, Barb Blakeley, Lynda Brazier, Don Moore, Torrey Wing, Aleksey Kozlov, Charlene Arneson, David Goldstein, Don Stevens, Suzanne Eusden, Greg Clifford, Lindsey Erk, Cathy McCord, James Show, Alison Gardell, Faye Lopez, Rebecca Morales, Martin Jacques, Theodore Reid, Jason Greenwood, Doug Espe, Gwendolyn Granger, Steve Longshore, Bill Rome, Clayton Hevly, Renae Schmunk, Pat Reeves and Todd Perez.

4. APPROVAL OF MINUTES

March 20, 2018 Regular Meeting Minutes

MOTION: Peter Denmark made a motion to approve the March 20th, 2018 Regular Meeting Minutes as they are.

SECOND: David Pinguoch
DISCUSSION: None
VOTE: Motion passed unanimously

5. APPROVAL OF REGULAR MEETING AGENDA

MOTION: Dave Pinguoch made a motion to approve the Regular Meeting Agenda as is.
SECOND: Debra Hicks
DISCUSSION: None
VOTE: Motion passed unanimously

6. MAYOR'S REPORT

A. Mayor Report

Mayor Blair reported that he met with the Prince William Sound Economic Development District and stated that there are plans along the horizon. He commented on the size of the audience and welcomed everyone to the first meeting in the new Council Chambers.

B. Vice Mayor Report by Vice Mayor Dave Pinguoch

Vice Mayor Pinguoch mentioned an article written by Craig Bender (sp?) about Salmon in the Prince William Sound. He described the article and how it had a lot of history in it. He recommended the article to those who are interested.

7. MANAGER'S REPORT

A. City Manager's Report- Annie Reeves

See written report in original packet

Annie Reeves reported that a full time Police Officer had been hired. She also reported that she has been working with the Harbormaster and the Director of Public Works to come up with a plan on Delong Dock management and maintenance.

B. City Attorney's Report – Holly Wells

Dan Blair mentioned the concerns the council had with the employee hiring process. Holly Wells explained the difference between exempt/non-exempt employees and said that employment postings, hirings, and firings fall into the purview of the administration.

(Clerk's notes: Monty Irvin revisited the subject after the School District's report)

Monty Irvin explained that the Ethics Board was eliminated under the former city manager as well as procedures under employee practices. Mayor Blair clarified that it was the Council who had repealed the items Monty was describing and said it had not yet been replaced. Holly Wells, explained that the code at the time was contradictory. She explained the grievance procedure further.

Peter Denmark stated that Council is still working on Title 2 of the code and that there was an ordinance that did not pass because it was overly subjective and required additional policy overlay "to my understanding" he added.

C. School District Report

See written report in packet.

Lindsey Erk asked the public to be aware of children playing in the streets. She urged them to slow down and to pay special attention to children who might be on the roads.

D. Director's Reports

1. **Financial report – John Janik**
See written report in original packet.
2. **Harbormaster Report – Kyle Sinclair**
Nothing new to report
3. **Public Safety Report – Mark Hager**
Nothing new to report
4. **Public Works Report – Scott Korbe**
Nothing new to report

8. COMMISSION/COMMITTEE REPORTS

A. Planning Commission

Nothing new to report

B. Port & Harbor Commission

Greg Clifford reported that at the last Port and Harbor Commission meeting, Commission Chairs were reappointed. He updated the Council that he had been appointed as Chairman of the Commission while Ed Hedges is the new Vice-Chair. He announced the next meeting date and invited anyone to come.

Peter Denmark asked Greg if the Commission had any interplay with the Delong Dock or any future harbor developments. Greg replied that it has been discussed a little, but reminded council that he has not been on the Commission for very long, and explained that his goal is to get [the Commission] more involved in the developments of subjects that pertain to Port and Harbor. He asked for council members to attend the meetings so as to answer questions from the Commission.

Peter Denmark stated that he'd like to see Port and Harbor get back into the game.

C. Parks & Recreation Committee

Nothing new to report

D. Prince William Sound Aquaculture Corp.

Don Stevens reported that PWSAC had their spring meeting and stated that they are getting to know the new manager. He updated the council further.

E. Regional Citizen's Advisory Council

Nothing new to report

9. CITIZENS COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING
None

10. APPROVAL OF CONSENT CALENDAR

Liquor License – China Sea #4735

Dan Blair presented the consent calendar before him and asked if any Council member would like to discuss the item.

Hearing none. He moved to approve the consent calendar.

MOTION: Debra Hicks made a motion to approve the consent calendar

SECOND: Dave Pinquoch

DISCUSSION: None

VOTE: Motion passed unanimously

11. PUBLIC HEARINGS (NON-ORDINANCE)

None

12. PRESENTATIONS

None

13. ORDINANCES

Introduction (1st reading)

A. Ord. #02-2018 – An Ordinance of the City of Whittier Alaska approving the 3 year contract for City Manager, Annie Reeves.

MOTION: Dave Pinquoch made am motion to amend the agenda and move Ord. #02-2018 and Ord. 03-2018 to item, 16.5.

SECOND: Debra Hicks

DISCUSSION: None

VOTE: Motion passed unanimously

B. Ord. #03-2018 – An Ordinance of the City of Whittier Alaska amending Whittier Municipal Code Section 2.08.090 entitled “Agenda – Order of Business” to provide the City necessary flexibility to organize council meetings efficiently and effectively.

(Clerk’s note: Please refer to previous motion)

14. PUBLIC HEARING (2nd reading)

#01-2018 – An Ordinance of the Whittier City Council Approving Alaska Railroad’s request to rezone Lots 3 & 5 of Whittier Subdivision Phase II.

MOTION: Peter Denmark made a motion to open the public hearing for Ord. #01-2018

SECOND: Debra Hicks

DISCUSSION: None

VOTE: Motion passed unanimously

Gwendolyn Granger approached the podium to ask about the lots and their location. A map was projected for the public. Discussion ensued.

Paul Fransworth, with the Alaska Railroad introduced himself and opened the floor for questions.

Peter Denmark stated that the map representing Tract 1 and Tract W indicates that [The Alaska Railroad] may have grander plans. Mr. Fransworth replied that they are looking for uniformity in the area. Peter Denmark inquired about the areas that are fenced in on the map. Mr. Farnsworth explained that the map that was presented at tonight’s meeting was introduced in 2011 by Mr.[Mike] Fretwell (sp?) He stressed that their current plans do not include closing Depot Rd. He stated that they would like to eventually get lots 3, 4 and 5 down to the same grade that is at Smitty’s Cove.

Peter Denmark shared his concerns about the project resurfacing again.

Suzanne Eusden introduced herself and stated that she has seen the map before and that it was presented to the Whittier Manor board meeting by Mike Fretwell. She said that it was in 2011 when it was brought forward to the board's attention and where it was resoundingly rejected. "I urged the Council to be very, very careful in their decisions." She added.

Dave Goldstein asked about the history of why lots 3 and 5 were zoned commercial. Charlene Arneson explained at length the history of the lots, but stated that it was not done through the proper channels. She said that it was difficult to know the history of the area because the history was seldom documented.

MOTION: Dave Pinquoch made a motion to close the public hearing.

SECOND: Debra Hicks

DISCUSSION: None

VOTE: Motion passed unanimously

Public Hearing was closed to the Public and opened for Council discussion. Hearing none.

MOTION: Peter Denmark made a motion to postpone Ord. #01-2018 to a date no later than the regular May meeting.

SECOND: Dave Pinquoch

DISCUSSION: None

VOTE: Motion passed unanimously

15. RESOLUTIONS

#09-2018 – A Resolution of the City Council of Whittier Alaska authorizing Annie Reeves to serve as Interim City Manager for 6 months.

MOTION: Peter Denmark made a motion to move item 15 to item 16.5 A.

SECOND: Dave Pinquoch

DISCUSSION: None

VOTE: Motion passed unanimously

16. EXECUTIVE SESSION

A. Acting City Manager Evaluation - Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion AS 44.62.310 (2)

B. Contract for Acting/City Manager - Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity. AS 44.62.310(1)

C. Delong Dock Agreement Negotiations - Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity. AS 44.62.310(1)

D. Legal Update Regarding Grisham v. Municipality of Anchorage, et. al. - Matters which by law, municipal charter, or ordinance are required to be confidential AS 44.62.310 (3)

MOTION: Dave Pinquoch made a motion to enter executive session to discuss the items under executive session.

SECOND: Debra Hicks
DISCUSSION: None
VOTE: Motion passed unanimously

Council entered into Executive Session at 8:19 pm.

MOTION: Dave Pinquoch made a motion to come out of executive session at 10:33 p.m. and return to the regular meeting.

SECOND: Debra Hicks
DISCUSSION: None
VOTE: Motion passed unanimously

Council ended Executive Session and returned to the regular meeting at 10:33 pm.

16.5 ORDINANCES (1st Reading)

A. Ord. #02-2018 – An Ordinance of the City of Whittier Alaska approving the 3 year contract for City Manager, Annie Reeves.

Holly wells read the amendments made to the Ordinance for the second hearing. She explained the changes to Council.

MOTION: Peter Denmark made a motion to amend the Ordinance.
SECOND: Debra Hicks
DISCUSSION: Council scheduled the second reading for Ord. #02-2018 for April 30th.
VOTE: Motion passed unanimously

A. Ord. #03-2018 – An Ordinance of the City of Whittier Alaska amending Whittier Municipal Coide Section 2.08.090 entitled “Agenda-Order of Business” to provide the City necessary flexibility to organize City Council meetings efficiently and effectively.

MOTION: Peter Denmark made a motion to schedule the second reading during the regular scheduled May meeting.
SECOND: Dave Pinquoch
DISCUSSION: None
VOTE: Motion passed unanimously

A. RESOLUTIONS

Res. #09-2018 – A resolution of the City Council of Whittier Alaska authorizing Annie Reeves to serve as Interim City Manager for 6 months.

MOTION: Dave Pinquoch made a motion to postpone Resolution #09-2018 indefinitely.
SECOND: Debra Hicks
DISCUSSION: None
VOTE: Motion passed unanimously

17. UNFINISHED BUSINESS

A. Ord. #08-2017 – An Ordinance of the City Council of the City of Whittier, Alaska, authorizing the City Manager to execute an agreement with the Alaska Railroad Corporation transferring Tract A-1 to the Alaska Railroad in exchange for Tract W and the Delong dock

subject to specific essential terms and conditions executed by the parties.

MOTION: Peter Denmark made a motion to postpone Ordinance to April 30th.

SECOND: Dave Pinquoch

DISCUSSION: None

VOTE: Motion passed unanimously

18. NEW BUSINESS

A. Employee Flow Chart

Item was skipped and moved to Unfinished Business for the next regular scheduled meeting.

B. Harbor Turning Basin

Dave Pinquoch presented the Turning Basin review. He mentioned the different options and the difference in revenue. He said that if it was to be changed, some docks are going to need rearranging and it may cost, but in the end it will increase revenue.

C. Introduction of the Updated Contract to Complete Phase 3 of Harbor Reconstruction

Council directed Acting City Manager Annie Reeves to obtain a quote for the updated contract to complete phase 3 of the harbor reconstruction.

D. Delong Dock Wharf Rates

Dan Blair explained that the concept is to have a price on wharfage. He stated that a small percentage of the wharfage can go to repairing the dock. Holly Wells replied that she will look into this.

MOTION: Dave Pinquoch made a motion to extend the meeting no later than 11:59

SECOND: Peter Denmark

DISCUSSION: None

VOTE: Motion passed unanimously.

19. COUNCIL DISCUSSION

None

20. CITIZEN'S DISCUSSION

Dave Goldstein stated that a request for recognition was submitted to the City Administration last Friday and forwarded to Council members. He asked on the status.

Holly Wells explained that Council needs to wait for legal claims and investigations to be resolved.

Dave replied that what the request asks for is the recognition of an individual that has been in Whittier for 9 years and who has done a lot for the city. He request that the recognition continue and that above everything else are the Whittier voters.

Barbara Blakely said that she observed that when the Railroad opened the floor for questions, Council wanted a plan of what was going on. She explained that she has a lease with the Railroad that is set to expire next year. She gave a history on the lease. She explained that property value at the Whittier Manor is going down, but said that the Railroad indicates with House bill 86, there might be a possibility they might sell to Whittier Manor. She told the Council to consider Whittier Manor so as to keep them updated. She stated that she'd like for

the City to release the Whittier Manor from the Master Agreement so that they can negotiate with the railroad themselves. She presented further.

21. COUNCIL AND ADMINISTRATION'S RESPONSE TO CITIZEN'S COMMENTS

Peter Denmark mentioned the ex-parte committees and said that they were counter-productive.

Dave Pinguoch thanked Mr. Goldstein and his efforts on the petition.

22. ADJOURNMENT

All were in favor of adjourning the meeting at 11:25 p.m.

ATTEST:

Naelele Matsumiya
City Clerk

Daniel Blair
Mayor



THE CITY OF WHITTIER

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**WHITTIER CITY COUNCIL
SPECIAL MEETING
TUESDAY, APRIL 30, 2018
6:00 PM
COUNCIL CHAMBERS
PUBLIC SAFETY BUILDING**

MINUTES

1. CALL TO ORDER

Mayor Daniel Blair called the meeting to order at 6:00 p.m.

2. OPENING CEREMONY

Mayor Daniel Blair led the Pledge of Allegiance.

3. ROLL CALL

A. Council members present and establishing a quorum:

Debra Hicks, Dave Dickason, Dave Pinquoch, Peter Denmark, Victor Shen, Monty Irvin and Daniel Blair. (Clerk's note: Victor Shen joined the meeting at 8:07; After Executive Session closed)

B. Council Members Absent:

C. Administration Present:

Annie Reeves, Assistant City Manager
Naelene Matsumiya, City Clerk
Johnny Janik, Finance Officer

Holly Wells, Attorney
Mark Hager, Public Safety
Scott Korbe, Public Works Director
Kyle Sinclair, Harbormaster

Others Present: Bill Lee, David Goldstein, Lavon Lymer, Karen Dempster, Charlene Arneson, Suzanne Eusden, Keith McCormack, Gerda Weamire, Barb Ensminger, Lindsey Erk, Cathy MCord, Greg Clifford, George Halucami and Renae Schmunk

4. APPROVAL OF THE SPECIAL MEETING AGENDA

MOTION: Dave Pinquoch made a motion to approve the April 30 Special Meeting agenda with amendments.

SECOND: Dave Dickason

DISCUSSION: Switching order of ordinance as follows: Ord. #01-2018, Ord. #08-2017, Ord. #03-2018

VOTE: Motion passed unanimously

5. CITIZEN'S COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING

None

6. PRESENTATION

A. Delong Dock Update

City Attorney, Holly Wells, lead the presentation on the Delong Dock Update. She gave a brief update for the Audience so as to answer any questions they may have before Council entered into Executive Session.

7. EXECUTIVE SESSION

- A. **Delong Dock Agreement Negotiations** – Matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity. AS 44.62.310(1)
- B. **Discussion of Potential Legal Matter** – Matters that, if immediately disclosed, would tend to adversely affect the finances of the City. AS 44.62.310(1)
- C. **Discussion of City Manager Contract** – Matters that, if immediately disclosed, would tend to adversely affect the finances of the City. AS 44.62.310(1)

MOTION: Dave Pinquoch made a motion to enter into executive session to discuss Delong Dock Agreement Negotiations, Discussion of Potential Legal Matter and Discussion of City Manager Contract at 6:17 pm.

SECOND: Monty Irvin

DISCUSSION: None

VOTE: Motion passed unanimously

Council entered into Executive Session at 6:17 pm.

MOTION: Dave Pinquoch made a motion to close executive session and return to the special meeting at 8:07 pm.

SECOND: Dave Dickason

DISCUSSION: None

VOTE: Motion passed unanimously

Council closed Executive Session and resumed the special meeting at 8:07 pm.

8. ORDINANCE (2nd reading)

- A. **Ord. #01-2018** – Ord #01-2018 – Ordinance Approving ARRC Railroad's request to rezone lots 3 & 5, Block 10 of Whittier Subdivision Phase II

MOTION: Dave Pinquoch made a motion to open the public hearing for Ord. #01-2018

SECOND: Dave Dickason

DISCUSSION: None

VOTE: Motion passed unanimously

Paul Farnsworth approached the podium and briefly presented a plan on what the Alaska Railroad plans to do with the land. He distributed a packet that involved a list of possible plans and a map of the area. He stated that the land will be used for railroad activity. He opened the floor for questions.

Peter Denmark asked about the orange line on the map and stated that in the boundaries of that line, there is ownership of the sea bottom by the north side of the Delong Dock. He stated that the line is in contention with the City directors. Peter asked if the lines were accurate. Mr. Farnsworth replied that the lines are accurate.

Suzanne Eusden approached the podium and said that the Alaska Railroad has not been open to their plans. She stated that the city should get as much information out of them as they can because the long term ramifications are huge.

Charlene Arneson inquired about the map. She stated that she wasn't aware that there was a Gilman Subdivision Plat. She does not recall it coming before the Planning and Zoning Commission. She asked about Park the parking lot's ownership. Dan replied that it was city owned. She spoke more on the orange line that Peter Denmark asked about earlier and asked a few questions on it. She asked if the Delong Dock was zone commercial. Dan Blair replied that the Delong Dock is on top of the land that is zoned industrial. Charlene stated that the tidelands that the Delong Dock sits on is commercial. Discussion ensued. Dave Pinquoch Charlene about Planning and Zoning's part in lots 3 and 5. Charlene responded that it was approved to be sent to the City Council for final determination.

Doug Stevens explained that the existing zoning comes from compiled parts of the city's masterplan. He stated that the map was intended to be an illustration showing lots 3 and 5 and the surrounding land that are primarily industrial lots. He presented further.

Suzanne Eusden asked why Blackstone Road is shown as industrial on the map. She inquired about the access easement. Doug Stevens explained that the easements are existing easements on the City's Subdivision plat. Regarding the zoning on Blackstone Road, he recommended to refer to the city's official zoning map.

Charlene Arneson looked up the ordinance and commented that there is no industrial for the tidelands.

No other discussion for public comments.

MOTION: Dave Pinquoch made a motion to close the public hearing.

SECOND: Dave Dickason

DISCUSSION: None

VOTE: Motion passed unanimously

Dan Blair moved to adopt Ord. #01-2018

MOTION: Dave Pinquoch made a motion to adopt Ord. #01-2018

SECOND: Dave Dickason

DISCUSSION: Peter Denmark stated that he is concerned about the accuracy of the plat lines. He commented on the marine park in Smitty's Cove.

VOTE: Motion passed 5-2

B. Ord. #08-2017 - Ord #08-2017 – Ordinance authorizing the City Manager to execute an agreement with the ARRC transferring Tract A-1 to the Alaska Railroad in exchange for Tract W and the DeLong dock subject to specific essential terms and conditions executed by the parties.

MOTION: Dave Pinquoch made a motion to open the public hearing for Ord. #08-2017

SECOND: Dave Dickason

VOTE: None

DISCUSSION: None

Bill Lee with Dive Alaska described the Smitty's Cove Marine Park. He spoke at length about the park and the many species that live in that cove. He stated that there will be an industrial area in a marine park. He said that according to the proposal by the Alaska Railroad, the recreational uses that have been customary in the area are not compatible with their intentions. He presented further.

Dan Blair stated that there are terms in the deed that the Alaska Railroad have to abide. He read an excerpt from the essential terms, "Alaska Railroad recognizes that Smitty's Cove is a popular

recreational spot for scuba divers and Whittier Visitors and agrees to provide legal, public vehicular ramp and pedestrian access to Smitty's Cove for public use."

Peter Denmark commented on the submerged landlines north of the Delong Dock. He also mentioned alternative routes to Smitty's Cove. Paul Farnsworth replied that he has looked at mining plans, and based off the nearest they can cut the slope, there could be a road that can access Smitty's Cove. He stated that it has to be approved beforehand. He said that they are looking at options for the future. Discussion ensued.

Suzanne Eusden asked where the road is planning to be placed since there are tunnels and utilidoors underneath the road that cannot support heavy equipment.

Dan Blair asked Charlene Arneson if Blackstone Road was a city road. She replied that it was. She stated that in 1983, all the roads in Whittier were deeded by the Railroad to Whittier so that they can get grants to pave the roads. She said it was in the 1989 Comprehensive Plan.

Ben Sherman stated that it was agreed upon that during construction, access to Smitty's Cove will be maintained. Dan Blair replied the public access is to be maintained at all times.

No other public discussion.

MOTION: Peter Denmark made a motion to close the public hearing for Ord. #08-2017

SECOND: Dave Pinquoch

DISCUSSION: Peter Denmark shared that he has never got a grip on the future needs of the Railroad looking down the road. He had some concerns about the dock before the city takes it over. Peter said there was some good work, but it's coming up short. Dave Pinquoch replied that he shares Peter's concern. He believes that the seafood processors will benefit from this. He stated that acquiring an entity that requires access could help the east side of town.

VOTE: Motion passed unanimously

Dan Blair moved to adopt Ord. #08-2017

MOTION: Dave Pinquoch made a motion to adopt Ord. #08-2017

SECOND: Dave Dickason

DISCUSSION: None

VOTE: Motion passed 6-1

(Clerk's note: Public Hearing for Ord. #02-2018 was not held and the ordinance was postponed indefinitely)

9. RESOLUTION

None

10. NEW BUSINESS

A. May Regular Meeting Date Adjustment

Regular meeting moved to May 22.

MOTION: Dave Dickason made a motion to delay the meeting 1 week for May 22 at 7:00 pm.

SECOND: Victor Shen

DISCUSSION: None

VOTE: Motion passed unanimously

B. Comprehensive Plan Summer Sessions

Acting City Manager, Annie Reeves, stated that she wanted to utilize the summer season to capture economic information and thus would cause a delay.

11. COUNCIL DISCUSSION

Dan Blair inquired reported that Tom Wagner had reached out to him for a summer clean up. He explained further. Discussion about the trash truck ensued.

12. CITIZENS DISCUSSION

Charlene Arneson stated that if the City wanted to get more information about the condition of the Delong Dock, she recommended contacting Storm Chaser out of Seward as they did a survey and evaluation of it in 2000.

Paul Farnsworth thanked the Council for their efforts and wished them well with the Delong Dock.

Karen Dempster told the Council that it was the right thing to not renew the former City Manager's contract. She mentioned said that it was a good idea to hire a mentor for the acting city manager. She gave reasons why the City should look into conducting business with a new law firm. She stated that the city manager should be trusted. She talked about the parking lot that was being worked on last summer. Her final concern was Public safety's lack of a Police Chief.

Doug Stevens told council to keep in mind that he is a middle manager and not a decision maker for the Alaska Railroad. He stated that what happened at tonight's meeting was a win-win situation for AKRR and the City of Whittier. He said that it demonstrated a willingness to work together and to work it out. He said that trust it built from trustworthy behavior and both side worked hard at establishing that.

Bill Lee reported all the things that are on the floor of Smitty's Cove and said that they all have become the homes of millions of species. And thanked the Council for their time.

Suzanne Eusden explained that a concrete plan needs to be put in place to protect Depot Rd. Dave Pinquoch replied that they can't block off Depot Road without the Council's approval. He stated it will be up to future Council if they close Depot Road. Suzanne thanked Holly and the Council.

13. ADJOURNMENT

All were in favor of adjourning the meeting at 9:45 p.m.

ATTEST:

Naelene Matsumiya
City Clerk

Daniel Blair
Mayor



THE CITY OF WHITTIER

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P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

THE BOARD OF EQUALIZATION HEARING

TUESDAY, MAY 15, 2018

6:00 P.M.

COUNCIL CHAMBERS

PUBLIC SAFETY BUILDING

MINUTES

1. CALL TO ORDER

City Clerk Naelene Matsumiya called the meeting to order at 6:05 PM

2. ROLL CALL

A. Council Members Present: Debra Hicks, Dave Dickason, Monty Irvin, Victor Shen and Peter Denmark (Clerk's note: Peter Denmark joined the meeting at 6:13, after his testimony)

B. Council Members Absent: Dan Blair, Dave Pinquoch

C. Administration Present: Naelene Matsumiya, City Clerk, Johnny Janik, Finance Officer and Dyanna Pratt, Executive Assistant

Others Present: Arnie Erickson, Assessor from Appraisal Company of Alaska and Council Member, Peter Denmark

3. TURN MEETING OVER TO ASSESSORS – Arnie Erickson

Naelene Matsumiya turned the meeting over to Arnie Erickson.

Arnie Erickson announced that he had three appeals this year and it was from Peter Denmark of Alaska Sea Kayakers, RC Collins of The Outpost and, John and Peter Beard.

A. Peter Denmark, Alaska Sea Kayakers

Arnie Erickson read Peter Denmark's appeal first. He reminded the Council that Mr. Denmark's appeal was addressed the last several years and said that this year, a few adjustments were made; to the land and structure. He directed Council to the photographs in their packet and pointed out the erosion had worsened since last year. He stated that he made a 60%, minus deduction. He made a recommendation to accept the lowering of the land on the two lots and the structure.

Monty Irvin asked if the taxes are too high on the property. Peter Denmark replied that that is the statement he is making. He commented that he has general issues with the lot lines and how they cannot be established on both of the lots. He said that the ongoing erosion is accelerating and is exposing live utility wires behind the building. He clarified that the issue is the lot diminishing in size and his inability to develop the lot to what he had hoped to when it was purchased. He explained that he had hoped to expand the lot and to incorporate operations in one location.

Dave Dickason said that the erosion issue is on the City's radar with CRW to repair the erosion.

MOTION: Dave Dickason made a motion to accept the assessor's recommendation of the new dollar amount to the assessment of the Alaska Sea Kayakers of the Harborview.

SECONDED: Monty Irvin

VOTE: Passed unanimously

B. R.C. Collins, The Outpost

Arnie Erickson stated that the Outpost was burned down in 2011. He said that Mr. Collins sent in an appeal letter and photographs of the property. Arnie said that had spoken to Mr. Collins on the phone the previous day and spent today walking the land and discussing it. Arne said that Mr. Collins had told him that there were several physical deficiencies to the land that would negate any type of meaningful development. Arnie explained to Mr. Collin's that he is not a surveyor, nor was he an engineer, he was just an accessor. Arnie asked Mr. Collins if he'd want to have the land surveyed or have an engineer contest for the land, but he cannot recommend that the value be zero for the \$20,000 he stated in his appeal. He said he did lower the land value from \$96,400 to \$66,400.

Council agreed with the accessor.

MOTION: Dave Dickason made a motion to accept the recommendation of the accessor for R.C. Collins' The Outpost in the Triangle.

SECONDED: Monty Irvin

VOTE: Passed unanimously

C. John and Peter Beard

Arnie Erikson presented the appeal from John and Peter Beard of unit 1109 of Begich Towers Inc. He stated that he agreed on their opinion value on this. He said the unit is completely the way it was constructed in the beginning and he said a reduction is in order as it is outdated. He said that he could not contact the Beards, but he said that he agrees with their opinion value and that the hearing was essentially a way to give blessing and say, 'Yes, we concur' on their behalf.

MOTION: Dave Dickason made a motion to accept the assessor's recommendation for John and Peter Beard of Unit 1109 of Begich Towers Inc.

SECONDED: Monty Irvin

VOTE: Passed unanimously

4. ADJOURNMENT

All agreed to adjourn at 6:21 pm.

ATTEST:

Naelene Matsumiya, City Clerk

Daniel Blair, Mayor



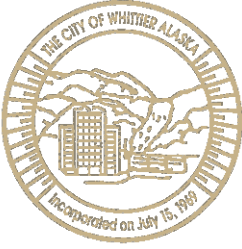
ACTING CITY MANAGER REPORT CITY OF WHITTIER

To: Mayor, Council, and City Residents
From: Annie Reeves, Acting City Manager
Date: May 22, 2018

This report is by no means comprehensive and simply outlines some of the issues and projects we are working on. Not mentioned on this list are leases, surveying, next phase of the harbor renovation, land transfers, Public Safety Building efficiencies, legal issues, grant opportunities, personnel issues, business opportunities, or day-to-day items that crop up. However, highlights include:

1. **Shotgun Cove Road FLAP Grant** - the City signed the Federal Lands Access Program (FLAP) match agreement. This agreement helps construct a 25-foot wide, gravel surface as a 2.5 mile extension of Shotgun Cove Road.
2. **Whittier Employee Health Insurance** - reviewed our Premiera health insurance policy for renewal (July 2018 - July 2019) and we're glad to report a reduction of premiums over the coverage period.
3. **State Transportation Innovation Councils (STIC) Grant** - Alaska STIC in partnership with the University of Alaska Anchorage and Arctic Heat Technologies has chosen the Public Safety Building as a grant recipient and test site. The front entryway of our new building will have both heat trace and Tundra Tape installed, measures which keep ice from forming on the walkway thus keeping our staff and visitors safe from slips and falls in the winter.
4. **Whittier Seafood** - finalized six month land use permits for two areas of the P12 building (the Roe Room and the area directly adjacent to the Roe Room).
5. **Phone System in New Building** - although ACS came out and worked on our phone lines, we are still having issues. Staff is still working with UUI and ACS to correct the problem but for now, please know the main City number ((907) 472-2327) rings the Harbor. To reach the City, please dial (907) 336-1490.
6. **Community Potluck** - many thanks to wonderful volunteers who decorated, cooked, and cleaned for this lovely and well-attended dinner. Perhaps this is a tradition in the making?

7. **Delong Dock Management and Maintenance** - the City is moving towards taking full control of our deep-water port. To that end, City staff has outlined procedures that will be followed both for management and maintenance. In addition, we are outlining and implementing a new enterprise fund once for the dock.
8. **Comprehensive Plan** - data gathering will begin over the summer months in order to prepare informational presentations on the state of our City that will be used for resident focus groups this Fall.
9. **Interim Director of Public Safety** - the City is very excited to welcome Greg Russell to our management team. Greg brings a wealth of experience and resources and has already taken huge steps in creating a solid public safety department. Welcome, Greg!
10. **Anchorage Proposition 9** - the City will be meeting with Anchorage delegates to discuss the impacts to our police department. More information will be forthcoming.
11. **Shotgun Cove Road Phase IV-B Construction** - a recommendation has been made and the City will work with Pruhs Construction Company in completion of the phase of the project.
12. **Small Boat Harbor Repair (outside the Triangle and near Alaska Sea Kayakers)** - Public Works continues working towards mitigating the erosion. More extensive repairs will be forthcoming in the next several months.
13. **Audit** - our finance director has worked diligently to prepare records to facilitate the audit occurring this week.
14. **Personnel Records** - are being reviewed and updated.
15. **Finances** - reviewing and ensuring accuracy in our budget. Several big-ticket items were not budgeted for (i.e. Delong Dock management and maintenance). We are working to ensure transparency and will likely hold a work session after the auditing process is complete.
16. **ARRC / Whittier Crossing** - repairs are currently in the design phase. It is anticipated that ARRC representatives will come before Council in June to present the project. In the meantime, ARRC crews and our Public Works department will continue to monitor and repair the crossing until a permanent fix is in place. We thank our community for its patience and understanding as things get worked out.



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

P.O. Box 608 • Whittier, Alaska 99693 • (907) 427-2327 • Fax (907) 472-2404

From: John Janik, Director of Finance

Via: Annie Reeves, Acting City Manager

To: Mayor Dan Blair & Whittier City Council

Subj: Finance Report as of May 22, 2018 with financial statements as of April 30, 2018

Opening Comment: This report is relatively brief as our annual audit is currently in progress with the auditors in town this week.

Specific Comments:

- The *Account Balance Worksheet* which has the cash breakdown across the various funds has been omitted as it is currently under revision. In the absence of the regular worksheet, below is a summary breakdown of the various deposit and investment items:

Checking Account	\$ 504,305.51
Repurchase Agreement	<u>2,367,008.27</u>
Total	\$2,871,313.78

UBS—UC-05998-BC	\$2,520,015.89
UBS—UC-05997-BC	150,417.53
UBS—UC-05994-BC	<u>149,962.21</u>
Total	\$2,820,395.63

COMBINED TOTAL	<u>\$5,488,892.30</u>
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Every attempt will be made to have the revised *Account Balance Worksheet* completed by the next council meeting.

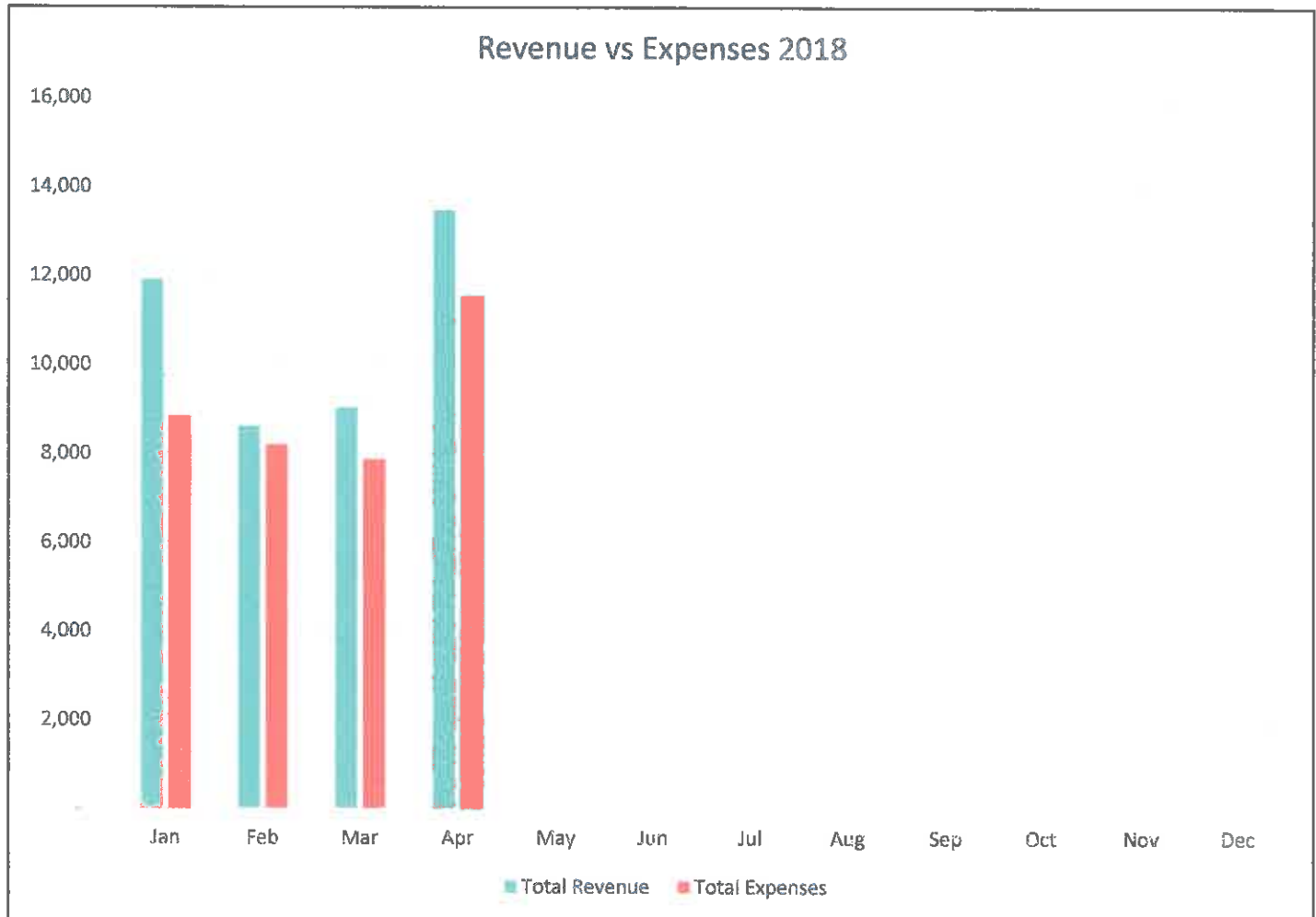
- The graphics worksheets for the Small Boat Harbor Fund and the Water/Wastewater Fund continue to work well and are included with this report
- It was brought to my attention earlier this month that there were expenses under Parks & Recreation that were not understood. Research into the account revealed that several purchases occurring in late December 2017 were actually recorded in January 2018. This issue was corrected during the audit preparation process, and while still appearing in the April financial statements, they should disappear with the May statements.
- Both federal and state grant balances remain unchanged from last month and are not reflected in this report. They will however re-appear with next month's finance report

Closing Comment: This has been a brief report to allow as much preparation time to the annual audit as possible and more in-depth reporting will resume next month.

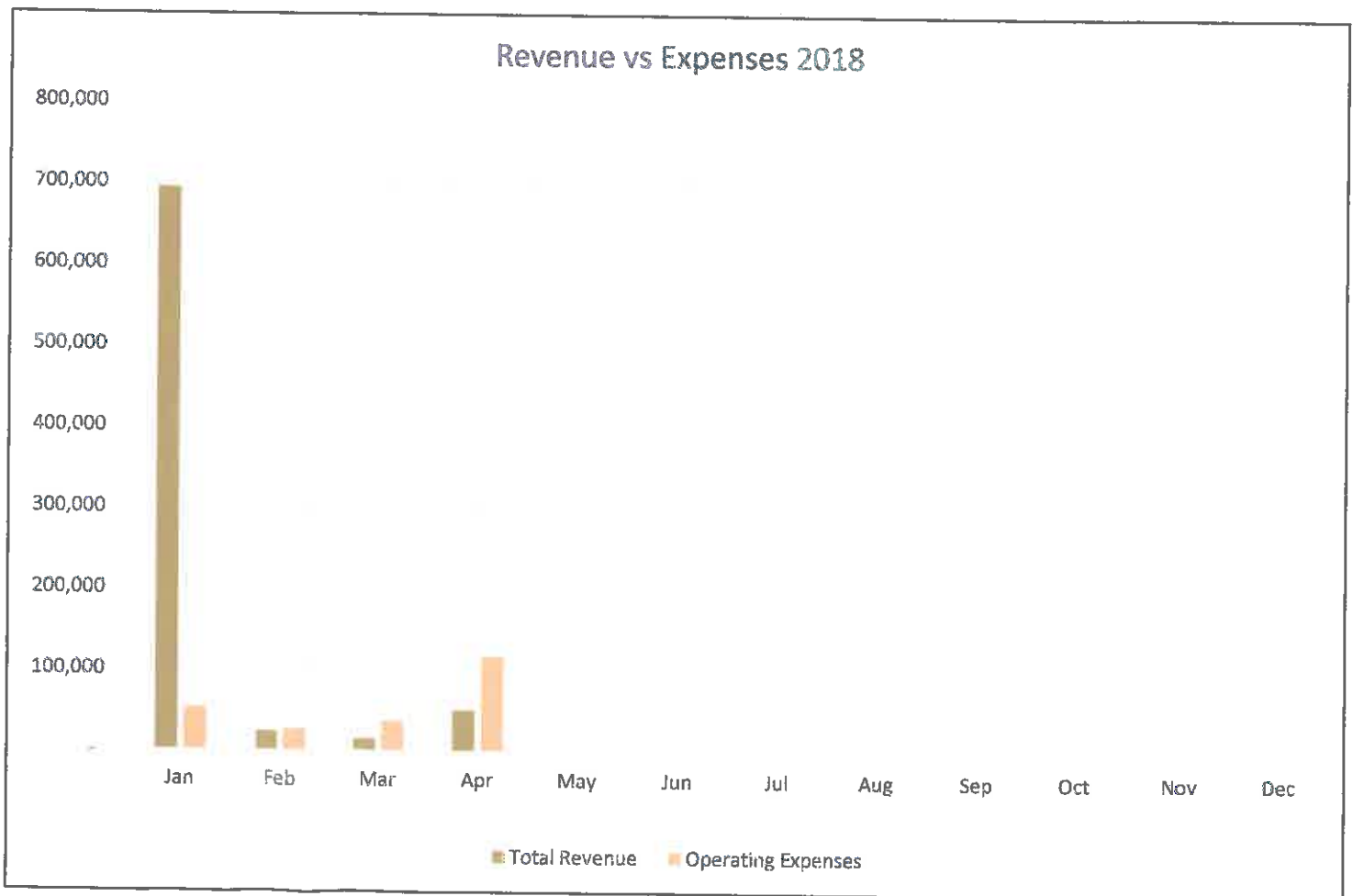
End of Report

Water & Wastewater Fund Performance 2018

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Water	4,722.60	4,748.65	4,969.56	8,034.76									
Sewer	3,729	3,865	4,063	4,708									16,366
Other	3,445		-	732									4,176
Total Revenue	11,897	8,614	9,032	13,474									43,017
Total Expenses	8,825	8,196	7,874	11,524									36,420
Net Income (Loss)	3,072	417	1,158	1,950	-	-	-	-	-	-	-	-	6,598
Expense Percent of Revenue	74%	95%	87%	86%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	85%



Small Boat Harbor Fund Performance 2018													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Revenue													
Services	684,385	14,628	6,042	40,689									745,745
Leases	9,219	9,219	9,219	9,219									36,877
Other	-			558									558
Total Revenue	693,604	23,848	15,262	50,467	-	-	-	-	-	-	-	-	783,180
Operating Expenses	52,653	27,534	37,047	116,556									233,791
Net Income (Loss)	640,951	(3,687)	(21,786)	(66,089)		-				-			549,390
Expense Percent of Revenue	8%	115%	243%	231%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	30%



NOTE 1: The January spike in revenue is due to the prepayment of annual preferred moorage agreements

NOTE 2: The April spike in expenses is due to the semi-annual bond interest payment

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
01-310-4005 FISH TAX	.00	.00	60,000.00	60,000.00	.0
01-310-4006 MOTOR VEHICLE REGISTRATION	.00	.00	3,500.00	3,500.00	.0
01-310-4007 LIQUOR TAX	.00	.00	5,000.00	5,000.00	.0
01-310-4009 ELEC & TELE CO-OP TAX	.00	.00	3,600.00	3,600.00	.0
01-310-4200 SALES TAX	.00	.00	550,000.00	550,000.00	.0
01-310-4201 PROPERTY TAX - REAL	.00	.00	380,000.00	380,000.00	.0
01-310-4202 PROPERTY TAX - PERSONAL	.00	.00	280,000.00	280,000.00	.0
01-310-4205 BUSINESS TRANSPORTATION TAX	.00	.00	300,000.00	300,000.00	.0
TOTAL TAXES	.00	.00	1,582,100.00	1,582,100.00	.0
<u>LICENSES & PERMITS</u>					
01-320-4250 BUSINESS LICENSES	.00	.00	3,500.00	3,500.00	.0
01-320-4251 USER FEES & PERMITS	120.00	320.00	250.00	(70.00)	128.0
01-320-4312 AMBULANCE FEES	.00	550.00	40,000.00	39,450.00	1.4
TOTAL LICENSES & PERMITS	120.00	870.00	43,750.00	42,880.00	2.0
<u>INTERGOVERNMENTAL REVENUE</u>					
01-330-4002 STATE REVENUE SHARING	.00	.00	78,453.00	78,453.00	.0
01-330-4003 STATE PAY-IN-LIEU OF TAXES	.00	.00	46,000.00	46,000.00	.0
01-330-4011 EMS SMALL GRANT	.00	.00	2,500.00	2,500.00	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	126,953.00	126,953.00	.0
<u>LEASES</u>					
01-345-4515 LEASE INCOME - CITY LAND	7,440.33	30,825.79	125,000.00	94,174.21	24.7
01-345-4525 LAND USE RENT	15,100.00	15,400.00	.00	(15,400.00)	.0
TOTAL LEASES	22,540.33	46,225.79	125,000.00	78,774.21	37.0
<u>FINES & CITATIONS</u>					
01-350-4261 PSD FINES & CITATIONS	.00	.00	4,000.00	4,000.00	.0
TOTAL FINES & CITATIONS	.00	.00	4,000.00	4,000.00	.0

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS</u>					
01-360-4099 MISCELLANEOUS REVENUE	82.00	258.25	5,000.00	4,741.75	5.2
01-360-4204 INTEREST & PENALTIES	.00	415.62	3,000.00	2,584.38	13.9
01-360-4271 DONATIONS - EMS/FIRE/POL	.00	.00	2,500.00	2,500.00	.0
01-360-4900 INTEREST ON BANK ACCOUNTS	.00	2,226.56	15,000.00	12,773.44	14.8
01-360-4902 INTEREST ON ESCROW ACCOUNTS	.00	.00	1,200.00	1,200.00	.0
01-360-4914 TRANSFIELD - TUNNEL CONTRAC	.00	.00	60,000.00	60,000.00	.0
01-360-4915 GIRDWOOD-POLICE CONTRACT	51,500.00	154,500.00	618,000.00	463,500.00	25.0
TOTAL MISCELLANEOUS	51,582.00	157,400.43	704,700.00	547,299.57	22.3
<u>TRANSFERS & OTHER</u>					
01-390-4990 TRANSFER FROM CVP FUND	.00	.00	178,000.00	178,000.00	.0
TOTAL TRANSFERS & OTHER	.00	.00	178,000.00	178,000.00	.0
TOTAL FUND REVENUE	74,242.33	204,496.22	2,764,503.00	2,560,006.78	7.4

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
01-400-6000 SALARIES & WAGES	10,745.84	65,258.31	256,344.00	191,085.69	25.5
01-400-6030 FICA TAXES	177.05	1,524.85	3,717.00	2,192.15	41.0
01-400-6040 WORKER'S COMP.	.00	.00	1,450.00	1,450.00	.0
01-400-6050 ESC TAXES	107.49	645.70	3,525.00	2,879.30	18.3
01-400-6060 HEALTH & LIFE INSURANCE	2,555.40	9,031.68	43,470.00	34,438.32	20.8
01-400-6070 PERS RETIREMENT	1,695.81	8,649.16	56,396.00	47,746.84	15.3
01-400-6205 ADVERTISING	.00	735.00	2,500.00	1,765.00	29.4
01-400-6210 B.T.I. CONDO FEES	883.25	3,668.00	11,319.00	7,651.00	32.4
01-400-6212 CONDO MAINTENANCE	.00	.00	10,000.00	10,000.00	.0
01-400-6220 BANK SERVICES CHARGES	.00	.00	5,000.00	5,000.00	.0
01-400-6240 COMMUNITY SUPPORT-DONATIONS	.00	.00	500.00	500.00	.0
01-400-6280 DUES & SUBSCRIPTIONS	.00	850.00	1,800.00	950.00	47.2
01-400-6410 INSURANCE - LIABILITY	.00	.00	3,488.00	3,488.00	.0
01-400-6440 INSURANCE - PROPERTY	.00	.00	2,932.00	2,932.00	.0
01-400-6540 LICENSES & PERMITS	.00	.00	150.00	150.00	.0
01-400-6541 PENALTIES & FEES	.00	240.00	350.00	110.00	68.6
01-400-6565 OUTSIDE CONTRACTORS	1,604.40	4,884.92	15,000.00	10,115.08	32.6
01-400-6570 PHYSICAL EXAMS & BACKGROUND CK	.00	.00	250.00	250.00	.0
01-400-6580 POSTAGE	64.17	498.31	5,000.00	4,501.69	10.0
01-400-6600 PROF. FEES - AUDIT	.00	.00	39,000.00	39,000.00	.0
01-400-6610 PROF. FEES - ACCOUNTING	900.00	12,975.00	12,000.00	(975.00)	108.1
01-400-6620 PROF. FEES - APPRAISAL	.00	4,000.00	15,000.00	11,000.00	26.7
01-400-6625 PROF. FEES - FINANCIAL SOFTWARE	3,725.00	4,361.09	45,000.00	40,638.91	9.7
01-400-6635 PROF. FEES - COMPUTER SUPPORT	.00	.00	15,000.00	15,000.00	.0
01-400-6636 PROF. FEES - WEB SITE SUPPORT	.00	.00	5,000.00	5,000.00	.0
01-400-6650 PROF. FEES - LEGAL	31,673.50	108,261.47	150,000.00	41,738.53	72.2
01-400-6675 COMPREHENSIVE PLAN	.00	.00	20,000.00	20,000.00	.0
01-400-6770 TRAVEL, TRAINING & DEV.	286.55	2,752.96	23,000.00	20,247.04	12.0
01-400-7100 REPAIRS - BUILDING	.00	62.32	.00	(62.32)	.0
01-400-7351 EQUIPMENT MAINT. AGREEMENTS	451.55	451.55	8,800.00	8,148.45	5.3
01-400-7450 REPAIRS-OFFICE EQUIPMENT	.00	.00	500.00	500.00	.0
01-400-8550 SUPPLIES - OFFICE	378.18	4,455.97	8,500.00	4,044.03	52.4
01-400-9000 UTILITIES - INTERNET	356.97	4,117.65	10,000.00	5,882.35	41.2
01-400-9070 UTILITIES - TELEPHONE	985.70	1,758.33	7,000.00	5,241.67	25.1
01-400-9100 MISCELLANEOUS EXPENSES	.00	33.06	2,000.00	1,966.94	1.7
01-400-9300 PROJECT DEVELOPMENT	8,864.23	21,849.23	35,000.00	13,150.77	62.4
01-400-9900 INTERDEPARTMENT SUPPORT	.00	.00	(169,574.00)	(169,574.00)	.0
TOTAL ADMIN	65,455.09	261,064.56	649,217.00	388,152.44	40.2

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COUNCIL</u>					
01-401-6240 CITY COUNCIL-COMMUNITY SUPPORT	500.00	500.00	3,000.00	2,500.00	16.7
01-401-6280 DUES & SUBSCRIPTIONS	.00	50.00	1,000.00	950.00	5.0
01-401-6325 FIREWORKS	.00	.00	12,500.00	12,500.00	.0
01-401-6710 PUBLIC RELATIONS	.00	.00	500.00	500.00	.0
01-401-6770 TRAVEL, TRAINING & DEV.	.00	111.94	10,000.00	9,888.06	1.1
01-401-8550 SUPPLIES - OFFICE	.00	23.97	800.00	776.03	3.0
01-401-9070 UTILITIES - TELEPHONE	.00	.00	400.00	400.00	.0
01-401-9500 LOBBYIST FEES	9,000.00	47,250.00	108,000.00	60,750.00	43.8
TOTAL COUNCIL	9,500.00	47,935.91	136,200.00	88,264.09	35.2
<u>ELECTIONS</u>					
01-420-8100 VOLUNTEER SUPPORT	.00	.00	1,200.00	1,200.00	.0
01-420-6205 ADVERTISING	.00	.00	600.00	600.00	.0
TOTAL ELECTIONS	.00	.00	1,800.00	1,800.00	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
PUBLIC SAFETY					
01-510-6000 SALARIES & WAGES	34,797.32	179,195.29	604,710.00	425,514.71	29.6
01-510-6030 FICA TAXES	1,022.53	5,229.10	9,940.00	4,710.90	52.6
01-510-6040 WORKER'S COMP.	.00	.00	36,696.00	36,696.00	.0
01-510-6050 ESC TAXES	348.18	1,792.91	12,158.00	10,365.09	14.8
01-510-6060 HEALTH & LIFE INSURANCE	6,979.92	29,472.16	137,340.00	107,867.84	21.5
01-510-6070 PERS RETIREMENT	4,867.04	24,926.00	125,791.00	100,865.00	19.8
01-510-6091 UNIFORM ALLOWANCE	120.00	440.00	4,600.00	4,160.00	9.6
01-510-6100 VOLUNTEER SUPPORT	.00	.00	1,500.00	1,500.00	.0
01-510-6205 ADVERTISING	.00	.00	250.00	250.00	.0
01-510-6210 B.T.I. CONDO FEES	165.65	662.60	2,500.00	1,837.40	26.5
01-510-6280 DUES & SUBSCRIPTIONS	.00	.00	200.00	200.00	.0
01-510-6410 INSURANCE - LIABILITY	.00	.00	8,248.00	8,248.00	.0
01-510-6420 INSURANCE - AUTO	248.37	248.37	15,000.00	14,751.63	1.7
01-510-6440 INSURANCE - PROPERTY	.00	.00	5,056.00	5,056.00	.0
01-510-6490 POLICE-INSURANCE CLAIMS-DEDUCT	.00	.00	15,000.00	15,000.00	.0
01-510-6540 LICENSES & PERMITS	.00	185.00	200.00	15.00	92.5
01-510-6565 OUTSIDE CONTRACTORS	105.00	105.00	1,500.00	1,395.00	7.0
01-510-6570 PHYSICAL EXAMS	.00	.00	3,400.00	3,400.00	.0
01-510-6580 POSTAGE	.00	.00	400.00	400.00	.0
01-510-6700 PUBLICATIONS & SUBSCRIPTIONS	.00	.00	2,000.00	2,000.00	.0
01-510-6735 EQUIPMENT PURCHASE	640.00	4,819.50	14,000.00	9,180.50	34.4
01-510-6761 TRAINING - EMS SUPVSG MD	.00	4,000.00	12,000.00	8,000.00	33.3
01-510-6770 TRAVEL, TRAINING & DEV.	.00	700.12	16,000.00	15,299.88	4.4
01-510-7100 BUILDING MAINT.	.00	62.32	1,500.00	1,437.68	4.2
01-510-7150 REPAIRS - COMMUNICATION EQUIPM	.00	.00	3,600.00	3,600.00	.0
01-510-7200 REPAIRS-COMPUTER SYSTEM	.00	.00	1,000.00	1,000.00	.0
01-510-7350 REPAIRS - EQUIPMENT	.00	175.02	5,000.00	4,824.98	3.5
01-510-7400 REPAIRS - VEHICLES	240.51	1,940.22	30,000.00	28,059.78	6.5
01-510-7750 GAS & OIL - VEHICLES	4,496.68	8,453.87	32,000.00	23,546.13	26.4
01-510-8020 SUPPLIES - AMMUNITION	.00	.00	2,500.00	2,500.00	.0
01-510-8100 SUPPLIES - COMPUTERS	.00	.00	1,500.00	1,500.00	.0
01-510-8150 SUPPLIES - CONSUMABLE	134.26	354.86	5,000.00	4,645.14	7.1
01-510-8200 SUPPLIES - COPIER	.00	415.13	1,200.00	784.87	34.6
01-510-8550 SUPPLIES - OFFICE	1,314.64	1,374.61	4,000.00	2,625.39	34.4
01-510-8650 SUPPLIES & DRUGS BILLABLE	.00	.00	4,800.00	4,800.00	.0
01-510-8950 SUPPLIES - UNIFORMS	79.95	957.80	12,000.00	11,042.20	8.0
01-510-9000 UTILITIES - INTERNET	4,236.93	8,195.45	21,000.00	12,804.55	39.0
01-510-9010 UTILITIES - ELECTRICITY	568.64	2,091.94	3,200.00	1,108.06	65.4
01-510-9040 UTILITIES - HEATING FUELS	486.94	3,770.11	6,400.00	2,629.89	58.9
01-510-9070 UTILITIES - TELEPHONE	1,394.70	3,179.81	18,000.00	14,820.19	17.7
01-510-9200 GRANT EXPENDITURES	.00	.00	2,000.00	2,000.00	.0
01-510-9520 CAPITAL OUTLAY - EQUIPMENT	.00	6,814.95	28,833.00	22,018.05	23.6
TOTAL PUBLIC SAFETY	62,248.26	289,562.14	1,212,022.00	922,459.86	23.9

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CLINIC</u>					
01-535-6210 B.T.I. CONDO FEE	909.07	3,636.28	11,684.00	8,047.72	31.1
01-535-6211 RENTAL UNIT	.00	.00	1,000.00	1,000.00	.0
01-535-6440 INSURANCE - PROPERTY	.00	.00	1,775.00	1,775.00	.0
01-535-9100 MISCELLANEOUS EXP	.00	.00	9,000.00	9,000.00	.0
TOTAL CLINIC	909.07	3,636.28	23,459.00	19,822.72	15.5
<u>PUBLIC WORKS</u>					
01-600-6000 SALARIES & WAGES	14,518.38	55,159.36	255,483.00	200,323.64	21.6
01-600-6030 FICA TAXES	308.61	973.11	3,722.00	2,748.89	26.1
01-600-6040 WORKER'S COMP.	.00	.00	10,797.00	10,797.00	.0
01-600-6050 ESC TAXES	145.21	551.64	4,533.00	3,981.36	12.2
01-600-6060 HEALTH & LIFE INSURANCE	3,103.76	9,311.28	38,430.00	29,118.72	24.2
01-600-6070 PERS RETIREMENT	2,846.00	11,520.17	45,684.00	34,163.83	25.2
01-600-6410 INSURANCE - LIABILITY	.00	.00	3,458.00	3,458.00	.0
01-600-6420 INSURANCE - AUTO	.00	.00	2,137.00	2,137.00	.0
01-600-6430 INSURANCE EQUIPMENT	.00	.00	3,216.00	3,216.00	.0
01-600-6440 INSURANCE - PROPERTY	.00	.00	3,831.00	3,831.00	.0
01-600-6490 INSURANCE CLAIMS-DEDUCTIBLES	.00	.00	5,000.00	5,000.00	.0
01-600-6540 LICENSES & FEES	.00	105.00	250.00	145.00	42.0
01-600-6565 OUTSIDE CONTRACTORS	.00	.00	10,000.00	10,000.00	.0
01-600-6570 PHYSICAL EXAMS	383.00	383.00	500.00	117.00	76.6
01-600-6740 SMALL TOOLS	.00	138.96	1,500.00	1,363.04	9.1
01-600-6770 TRAVEL, TRAINING & DEV.	.00	.00	2,000.00	2,000.00	.0
01-600-7100 REPAIRS - BUILDINGS	.00	118.96	5,000.00	4,881.04	2.4
01-600-7210 REPAIRS - ROADS	.00	.00	15,000.00	15,000.00	.0
01-600-7350 REPAIRS - EQUIPMENT	.00	849.65	30,000.00	29,150.35	2.8
01-600-7750 GAS & OIL - VEHICLES	73.70	4,079.29	30,000.00	25,920.71	13.6
01-600-8550 SUPPLIES - OFFICE	.00	.00	500.00	500.00	.0
01-600-8950 SUPPLIES - UNIFORMS	.00	.00	1,220.00	1,220.00	.0
01-600-8970 SUPPLIES - SAFETY	.00	.00	2,000.00	2,000.00	.0
01-600-8995 SUPPLIES & MATERIALS	.00	398.97	15,000.00	14,601.03	2.7
01-600-9000 UTILITIES - INTERNET	.00	2,027.17	5,938.00	3,910.83	34.1
01-600-9010 UTILITIES - ELECTRICITY	3,538.57	13,522.74	31,500.00	17,977.26	42.9
01-600-9040 UTILITIES - HEATING FUEL	2,191.23	16,965.52	35,000.00	18,034.48	48.5
01-600-9070 UTILITIES - TELEPHONE	455.41	691.94	2,500.00	1,808.06	27.7
01-600-9095 UTILITIES - WATER/SEWER	.00	59.73	8,000.00	7,940.27	.8
01-600-9900 INTERDEPARTMENT SUPPORT	.00	.00	(35,000.00)	(35,000.00)	.0
TOTAL PUBLIC WORKS	27,563.87	116,854.49	537,199.00	420,344.51	21.8

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROPERTY & FACILITIES</u>					
01-700-6210 B.T.I. CONDO FEES	472.44	1,889.76	5,669.00	3,779.24	33.3
01-700-6215 CONDO MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
01-700-7100 REPAIRS - BUILDINGS	.00	.00	5,000.00	5,000.00	.0
01-700-9000 UTILITIES - INTERNET SERVICE	.00	219.98	2,000.00	1,780.02	11.0
TOTAL PROPERTY & FACILITIES	472.44	2,109.74	13,669.00	11,559.26	15.4
<u>PARKS AND RECREATION</u>					
01-800-7340 PROFESSIONAL SERVICES	5,245.00	10,909.50	.00	(10,909.50)	.0
01-800-7350 REPAIRS EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
01-800-8950 SUPPLIES AND MATERIALS	561.01	12,458.34	8,000.00	(4,458.34)	155.7
01-800-9510 CAPITAL OUTLAY - EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
TOTAL PARKS AND RECREATION	5,806.01	23,367.84	20,000.00	(3,367.84)	116.8
<u>GF ADMN CAPITAL OUTLAY</u>					
01-910-9520 CAPITAL OUTLAY - EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
01-910-9530 CAPITOL OUTLAY - COMP	.00	.00	1,000.00	1,000.00	.0
TOTAL GF ADMN CAPITAL OUTLAY	.00	.00	11,000.00	11,000.00	.0
<u>TRANSFERS TO OTHER FUNDS</u>					
01-990-9991 TRANSFER TO F 14 EQUIP REP PW	.00	.00	80,000.00	80,000.00	.0
01-990-9992 CAPITAL EQUIPMENT SET ASIDE	.00	.00	75,000.00	75,000.00	.0
TOTAL TRANSFERS TO OTHER FUNDS	.00	.00	155,000.00	155,000.00	.0
TOTAL FUND EXPENDITURES	171,954.74	744,530.96	2,759,566.00	2,015,035.04	27.0
NET REVENUE OVER EXPENDITURES	(97,712.41)	(540,034.74)	4,937.00	544,971.74	(10938

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

WATER AND WASTEWATER

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CHARGES FOR SERVICES</u>					
50-340-4300	WATER SERVICE CHARGES	8,034.76	22,522.74	250,000.00	227,477.26	9.0
50-340-4350	WASTE WATER SERVICE CHARGES	4,708.10	16,365.60	100,000.00	83,634.40	16.4
50-340-4500	ENTERPRISE-PERMIT FEES	.00	.00	100.00	100.00	.0
	TOTAL CHARGES FOR SERVICES	12,742.86	38,888.34	350,100.00	311,211.66	11.1
	<u>MISCELLANEOUS</u>					
50-360-4901	INTEREST ON BANK ACCOUNTS	.00	.00	4,000.00	4,000.00	.0
50-360-4910	MISCELLANEOUS INCOME	731.50	4,176.12	.00	(4,176.12)	.0
	TOTAL MISCELLANEOUS	731.50	4,176.12	4,000.00	(176.12)	104.4
	TOTAL FUND REVENUE	13,474.36	43,064.46	354,100.00	311,035.54	12.2

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

WATER AND WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER & WASTE WATER OPERATING</u>					
50-800-6000 SALARIES & WAGES	6,163.53	24,754.30	99,811.00	75,056.70	24.8
50-800-6030 FICA TAXES	122.07	390.66	1,453.00	1,062.34	26.9
50-800-6040 WORKER'S COMP.	.00	.00	2,793.00	2,793.00	.0
50-800-6050 ESC TAXES	61.63	246.85	1,309.00	1,062.15	18.9
50-800-6060 HEALTH & LIFE INSURANCE	1,267.07	3,937.77	15,750.00	11,812.23	25.0
50-800-6070 PERS RETIREMENT	1,187.25	4,991.15	21,958.00	16,966.85	22.7
50-800-6260 BAD DEBT EXPENSE	.00	324.86	.00	(324.86)	.0
50-800-6410 INSURANCE - LIABILITY	.00	.00	1,351.00	1,351.00	.0
50-800-6420 INSURANCE - AUTO	.00	.00	1,219.00	1,219.00	.0
50-800-6430 INSURANCE - EQUIP	.00	.00	192.00	192.00	.0
50-800-6440 INSURANCE - PROPERTY	.00	.00	3,467.00	3,467.00	.0
50-800-6490 INSURANCE - CLAIMS DEDUCTIBLE	.00	.00	5,000.00	5,000.00	.0
50-800-6540 LICENSES & PERMITS	.00	.00	1,400.00	1,400.00	.0
50-800-6565 OUTSIDE CONTRACTORS	.00	.00	10,000.00	10,000.00	.0
50-800-6570 PHYSICAL EXAMS	.00	.00	500.00	500.00	.0
50-800-6580 POSTAGE	.00	.00	250.00	250.00	.0
50-800-6740 SMALL TOOLS	.00	.00	2,500.00	2,500.00	.0
50-800-6750 TESTING WATER/SEWER	.00	.00	5,000.00	5,000.00	.0
50-800-6770 TRAVEL, TRAINING & DEV.	.00	.00	5,000.00	5,000.00	.0
50-800-7100 REPAIRS - BUILDING	.00	62.34	5,000.00	4,937.66	1.3
50-800-7350 REPAIRS - EQUIPMENT	.00	.00	8,000.00	8,000.00	.0
50-800-7650 REPAIRS - SYSTEM	.00	.00	5,000.00	5,000.00	.0
50-800-7750 GAS & OIL - VEHICLES	301.73	432.20	3,500.00	3,067.80	12.4
50-800-8550 SUPPLIES - OFFICE	.00	.00	500.00	500.00	.0
50-800-8950 UNIFORMS	.00	.00	380.00	380.00	.0
50-800-8970 SUPPLIES - SAFETY	.00	.00	2,500.00	2,500.00	.0
50-800-8995 SUPPLIES & MATERIALS	.00	.00	4,000.00	4,000.00	.0
50-800-9000 UTILITIES -INTERNET	.00	876.93	.00	(876.93)	.0
50-800-9010 UTILITIES - ELECTRICITY	1,350.10	5,147.98	32,250.00	27,102.02	16.0
50-800-9040 UTILITIES - HEATING FUEL	1,044.23	7,363.47	11,000.00	3,636.53	66.9
50-800-9070 UTILITIES - TELEPHONE	26.74	52.96	487.00	434.04	10.9
50-800-9900 INTERDEPARTMENT SUPPORT	.00	.00	24,709.00	24,709.00	.0
TOTAL WATER & WASTE WATER OPERATING	11,524.35	48,581.47	276,279.00	227,697.53	17.6
TOTAL FUND EXPENDITURES	11,524.35	48,581.47	276,279.00	227,697.53	17.6
NET REVENUE OVER EXPENDITURES	1,950.01	(5,517.01)	77,821.00	83,338.01	(7.1)

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

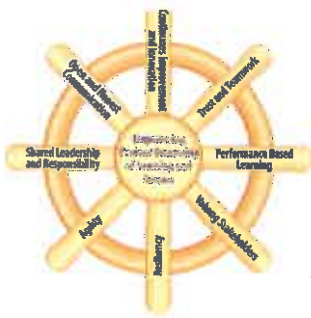
SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
HARBOR OPERATIONS EXP					
51-800-8000 SALARIES & WAGES	27,744.15	122,069.39	423,634.00	301,564.61	28.8
51-800-8030 FICA TAXES	742.73	3,502.42	10,568.00	7,065.58	33.1
51-800-8040 WORKER'S COMP.	.00	.00	10,797.00	10,797.00	.0
51-800-8050 ESC TAXES	277.40	1,217.74	8,510.00	7,292.26	14.3
51-800-8060 HEALTH & LIFE INSURANCE	4,437.09	13,857.43	71,760.00	57,902.57	19.3
51-800-8070 PERS RETIREMENT	4,429.01	18,469.55	77,496.00	59,026.45	23.8
51-800-8205 ADVERTISING	.00	.00	1,500.00	1,500.00	.0
51-800-8215 COLLECTION EXPENSE	.00	.00	5,000.00	5,000.00	.0
51-800-8220 BANK SERVICE CHARGES	.00	.00	22,000.00	22,000.00	.0
51-800-8260 BAD DEBT EXPENSE	.00	.00	10,000.00	10,000.00	.0
51-800-8265 BOND INTEREST EXPENSE	47,012.50	47,012.50	92,825.00	45,812.50	50.7
51-800-8280 DUES & SUBSCRIPTIONS	.00	.00	500.00	500.00	.0
51-800-8410 INSURANCE - LIABILITY	.00	.00	19,071.00	19,071.00	.0
51-800-8420 INSURANCE - AUTO	.00	.00	2,659.00	2,659.00	.0
51-800-8430 INSURANCE EQUIPMENT	.00	.00	316.00	316.00	.0
51-800-8440 INSURANCE - PROPERTY	.00	.00	22,938.00	22,938.00	.0
51-800-8490 INSURANCE CLAIMS-DEDU	.00	.00	5,000.00	5,000.00	.0
51-800-8540 ENTERPRISE-LICENSES & PERMITS	.00	70.00	250.00	180.00	28.0
51-800-8565 OUTSIDE CONTRACTORS	.00	394.96	25,000.00	24,605.04	1.6
51-800-8570 PHYSICAL EXAMS	.00	.00	500.00	500.00	.0
51-800-8580 POSTAGE	.00	.00	2,500.00	2,500.00	.0
51-800-8635 PROF. FEES - COMPUTER SUPPORT	.00	885.00	5,000.00	4,115.00	17.7
51-800-8636 PROF FEES - WEB SITE	.00	.00	2,500.00	2,500.00	.0
51-800-8650 PROF. FEES - LEGAL	.00	.00	10,000.00	10,000.00	.0
51-800-8700 PUBLICATIONS&SUBS.	.00	.00	350.00	350.00	.0
51-800-8730 EQUIPMENT RENTAL	.00	.00	2,000.00	2,000.00	.0
51-800-8740 SMALL TOOLS	.00	.00	3,000.00	3,000.00	.0
51-800-8770 TRAVEL, TRAINING & DEV.	.00	.00	5,000.00	5,000.00	.0
51-800-8780 WASTE DISPOSAL - EVOS	.00	2,730.45	3,000.00	269.55	91.0
51-800-7100 REPAIRS - BUILDINGS	.00	.00	2,500.00	2,500.00	.0
51-800-7350 REPAIRS - EQUIPMENT	328.00	328.00	12,000.00	11,672.00	2.7
51-800-7400 REPAIRS - VEHICLES	.00	615.63	2,000.00	1,384.37	30.8
51-800-7500 PARKING LOT MAINTENANCE	.00	.00	2,000.00	2,000.00	.0
51-800-7610 REPAIRS - UTILITIES	.00	.00	6,000.00	6,000.00	.0
51-800-7750 GAS & OIL - VEHICLES	737.88	1,375.59	6,000.00	4,624.41	22.9
51-800-7820 REPAIRS - DOCKS	.00	.00	8,000.00	8,000.00	.0
51-800-8150 SUPPLIES - CONSUMABLE	2,222.13	7,372.33	10,000.00	2,627.67	73.7
51-800-8200 SUPPLIES - PARKING	.00	.00	4,000.00	4,000.00	.0
51-800-8400 SUPPLIES - FIRE SUPPRESSION	.00	.00	2,500.00	2,500.00	.0
51-800-8550 SUPPLIES - OFFICE	1,570.95	1,616.34	7,500.00	5,883.66	21.6
51-800-8970 SUPPLIES - SAFETY	.00	57.08	4,000.00	3,942.92	1.4
51-800-9000 UTILITIES - INTERNET	.00	194.59	7,000.00	6,805.41	2.8
51-800-9010 UTILITIES - ELECTRICITY	5,472.86	27,874.42	60,000.00	32,125.58	46.5
51-800-9040 UTILITIES - HEATING FUEL	346.89	1,819.83	4,500.00	2,680.17	40.4
51-800-9050 UTILITIES - SOLID WASTE	20,511.17	23,181.89	100,000.00	76,818.11	23.2
51-800-9070 UTILITIES - TELEPHONE	438.25	753.72	6,000.00	5,246.28	12.6
51-800-9095 UTILITIES - WATER/WASTEWATER	284.75	1,080.10	25,000.00	23,919.90	4.3
51-800-9510 SNOW REMOVAL	.00	.00	35,000.00	35,000.00	.0
51-800-9900 INTERDEPARTMENT SUPPORT	.00	.00	144,865.00	144,865.00	.0
TOTAL HARBOR OPERATIONS EXP	116,555.56	276,478.96	1,292,539.00	1,016,060.04	21.4

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY - FROM RESERVE</u>					
51-900-9575 BOND PRINCIPAL REDUCTION	.00	.00	60,000.00	60,000.00	.0
TOTAL CAPITAL OUTLAY - FROM RESERVE	.00	.00	60,000.00	60,000.00	.0
 TOTAL FUND EXPENDITURES	 116,555.56	 276,478.96	 1,352,539.00	 1,076,060.04	 20.4
 NET REVENUE OVER EXPENDITURES	 (66,088.93)	 508,910.37	 106,311.00	 (402,599.37)	 478.7



Whittier Community School

PO Box 638
Whittier, AK 99693
(907) 472-2575 Phone
(907) 472 -2409 Fax

To: Whittier City Council
From: Lindsey Erk
Date: May 11, 2018

Recent Events:

Kickball game - over 40 community members and students attended
Cultural Heritage Week in Tatitlek – 5 students attended
Alaska Association of Student Government in Healy – 2 students attended
Whittier Clean up day – Thank you to the Wild Catch Café for providing lunch for students and staff.
May EAC meeting – next meeting in August
Spirit Week – fun week to show school spirit
Graduation and End of Year party

Upcoming Events:

Summer Vacation – May 23 to August 21, 2018
School Starts – August 22, 2018

Voyage School Opportunities:

Summer Voyage Camp

Thank you to everyone that volunteered any time at the school this year. A special thanks goes out to Wayne Shen for spending countless hours volunteering and helping older students in their math class and to Gerda Weamire for spending so much time in the library organizing and keeping books shelved that students have read. Thank you to anyone that helped at a fundraiser or community event. Without all of the volunteers in this community, our students would not have the opportunities they have in our district and partner districts.

The school will be closed from May 24, 2018 until we are back in session August 22, 2018. If you have any questions please call our district office at 907-522-7400.



Whittier Community School
(907) 472-2575
Valdez FOCUS
Homeschool
(907) 835-5528

Tatitlek Community School
(907) 325-2252
Anchorage FOCUS
Homeschool
(907) 522-7400

Chenega Bay Community School
(907) 573-5123
Fairbanks FOCUS
Homeschool
(907) 457-2545

Voyage
School
(907) 222-2712



**CITY OF WHITTIER
RESOLUTION #09-2018**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA,
ADOPTING THE RATE OF LEVY, DATE OF EQUALIZATION AND DATE WHEN
TAXES BECOME DELINQUENT FOR THE 2018 TAX ROLE**

WHEREAS, AS 29.45.240 (a) requires that the council fix the rate of levy, date of equalization and date when taxes become delinquent by resolution;

NOW THEREFORE, the Whittier City Council resolves;

Section 1: There shall be levied on all taxable property within the City a property tax at the rate of 8.0 mills. The tax shall be levied and collected in accordance with AS 29.45 and WMC 3.12.

Section 2: The Board of Equalization met on Tuesday, May 15th, 2018 at the Council Chambers located in the Public Safety Building on Whittier Street commencing at 6:00 pm.

Section 3: The property taxes are delinquent if not paid by 5:00 pm October 31, 2018.

PASSED AND APPROVED by a duly constituted quorum of the City Council for the City of Whittier, Alaska on this ____ day of _____ 2018.

Introduced By: Daniel Blair
Introduction Date: 22 May 2018

ATTEST:

Naelene Matsumiya
City Clerk

Daniel Blair
Mayor

Ayes:
Nays:
Absent:
Abstain:

**CITY OF WHITTIER, ALASKA
RESOLUTION #10-2018**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA REQUESTING FY 2019 PAYMENT IN LIEU OF TAXES (PILT) FUNDING FROM THE STATE OF ALASKA, DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT.

WHEREAS, 3 AAC 152.100 requires the governing body of a city to adopt a resolution requesting funding from the Payment in Lieu of Taxes Program for cities in the unorganized borough and to submit the resolution to the Department of Commerce, Community, and Economic Development; and

WHEREAS, the City of Whittier has conducted a regular election during the preceding state fiscal year and has reported the results of the election to the commissioner; and

WHEREAS, regular meetings of the governing body are held in the City of Whittier and a record of the proceedings is maintained; and

WHEREAS, ordinances adopted by the City of Whittier have been codified in accordance with AS 29.25.050;

NOW THEREFORE BE IT RESOLVED THAT: The City Council by this resolution hereby requests distribution from the FY 19 Payment in Lieu of Taxes Program by the Department of Commerce, Community, and Economic Development on the date required by law.

PASSED AND APPROVED by a duly constituted quorum of the city council this ____ day of _____ 2018.

Introduced by: Daniel Blair
Introduction date: May 22nd, 2016

ATTEST:

Naelene Matsumiya
City Clerk

Daniel Blair
Mayor

Ayes:
Nays:
Absent:
Abstain:

**CITY OF WHITTIER, ALASKA
RESOLUTION #11-2018**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA ACCEPTING FY 2019 COMMUNITY REVENUE SHARING FUNDS FROM THE STATE OF ALASKA, DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT.

WHEREAS, the Alaska State Legislature has authorized a Community Revenue Sharing Program for FY 19; and

WHEREAS, the City of Whittier has completed the required documents in order to be eligible for the FY 19 Community Revenue Sharing Program; and

WHEREAS, the State of Alaska has processed the City's request and issued a check to the City of Whittier in the amount of \$73,398;

NOW, THEREFORE, BE IT RESOLVED THAT: The City Council by this resolution hereby accepts distribution from the FY 2019 Community Revenue Sharing Program by the Department of Commerce, Community, and Economic Development .

PASSED AND APPROVED by a duly constituted quorum of the City Council this ____ day of _____, 2018.

**Introduced by: Daniel Blair
Introduction date: May 22nd, 2018**

ATTEST:

Naelene Matsumiya
City Clerk

Daniel Blair
Mayor

Ayes:
Nays:
Absent:
Abstain:

RESOLUTION #12-2018

A RESOLUTION OF THE WHITTIER CITY COUNCIL AUTHORIZING THE ACTING CITY MANAGER TO ENTER INTO A CONTRACT WITH PRUHS CONSTRUCTION, LLC. TO BUILD SHOTGUN COVE ROAD STATION 65+00 TO 114+00 FOR \$2,562,590.00.

WHEREAS, the City of Whittier desires to construct a road to access property at Shotgun Cove; and

WHEREAS, an RFP was published in April of 2018, with a response deadline of May 11, 2018 at 2:00 pm; and

WHEREAS, upon reviewing the bids the Public Works Director and Kuna Engineering has determined that Pruhs Construction LLC is the lowest responsive bidder; and

WHEREAS, complete funding is in place and secured from Western Federal Land and State of Alaska DCEED; and

THEREFORE, BE IT RESOLVED, that the Whittier City Council authorizes the City Manager to enter into a contract with Pruhs Construction, LCC. To build the Shotgun Cove Road Station 65+00 to station 114+00 with a contract bid amount of \$2,562,590.00. Total construction cost shall not exceed \$2,820,000.00.

Introduced by: Annie Reeves, Acting City Manager
Introduction date: 22 May 2018

Adopted this ____ day of ____ 2018

ATTEST:

Naelene Matsumiya
City Clerk

Daniel Blair
Mayor

Ayes:
Nays:
Absent:
Abstain:



May 14, 2018

Scott Korbe
Public Works Director
City of Whittier
PO Box 608
Whittier, Alaska 99693

RE: Shotgun Cove Road Station 65+00 to 114+00:
Recommendation to Award Contract

Dear Mr. Korbe,

We've completed evaluating bid proposals for the above-named project. Three bids were received. The table below summarizes the results.

Contractor	Base Bid Amount	Additive Alternate Amount	Technical Score
Pruhs Construction Company, LLC	\$2,562,590.00	\$221,705.00	99.00
D & L Construction Company, Inc.	\$2,569,029.00	\$168,871.00	57.50
Roger Hickel Contracting, Inc.	\$3,154,821.50	\$202,700.00	90.75
Engineer's Estimate	\$2,897,995.00	\$262,440.00	

In accordance with the "best-value" procurement procedure used for this solicitation, we recommend awarding the contract to Pruhs Construction Company for \$2,562,590.00. We also recommend budgeting a 10% contingency to account for unanticipated conditions for a total construction budget of \$2,820,000.

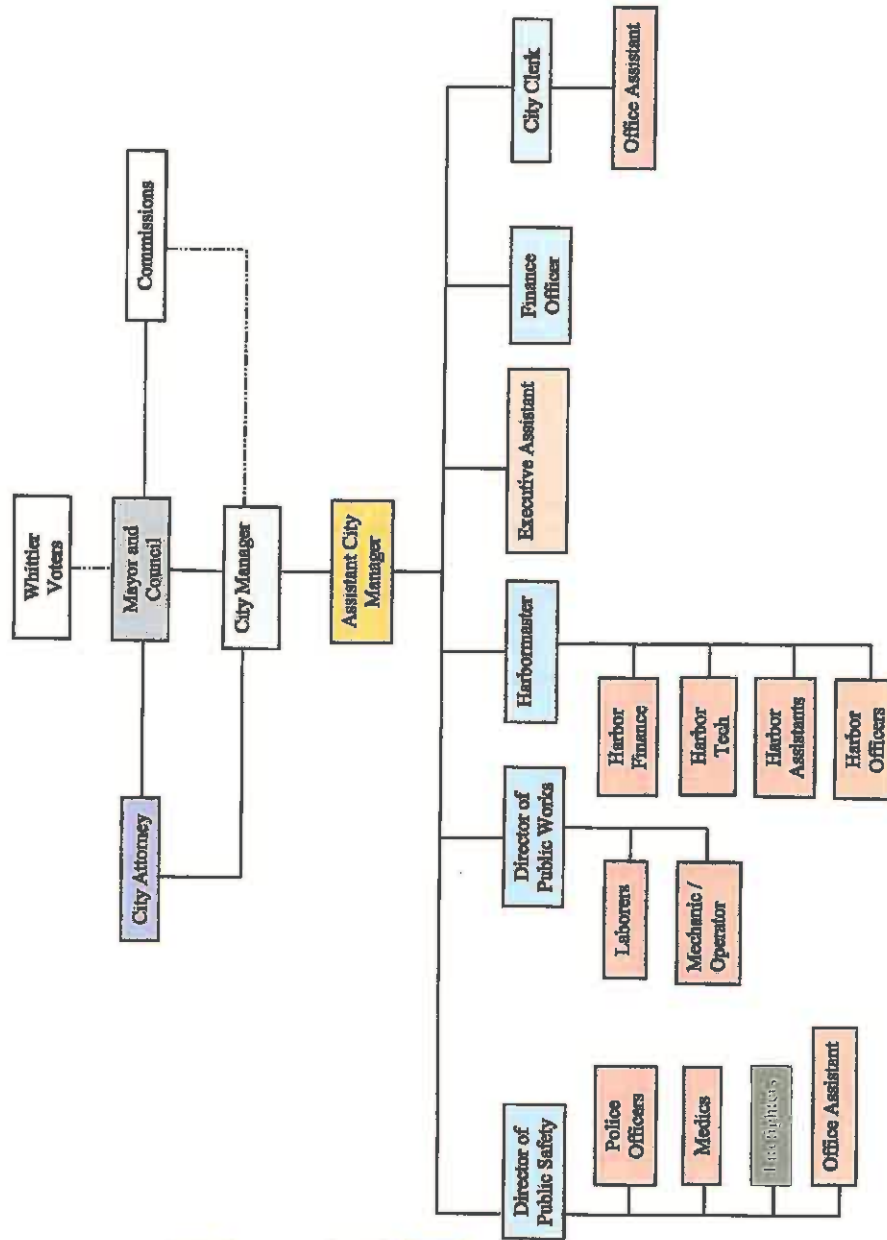
Sincerely,
Kuna Engineering

A handwritten signature in blue ink, appearing to read "Louis Bassler", is written over the printed name.

Louis Bassler, P.E.
Project Manager

Shotgun Cove Road, Station 65+00 to 114+00
Bids Opened May 21, 2018
Bid Tabulation

Item Number	Pay Item	Pay Unit	Plan Quantity	Engineer's Estimate		D & L		Pruitt		Roger Hickey	
				Unit Price	Amount Bid	Unit Price	Amount Bid	Unit Price	Amount Bid	Unit Price	Amount Bid
201(3B)	Cleaning and Grubbing	Lump Sum	All Req'd	\$90,000.00	\$90,000.00	\$100,000.00	\$100,000.00	\$150,000.00	\$150,000.00	\$175,000.00	\$175,000.00
202(4)	Removal of Culvert Pipe	Linear Foot	415.00	\$28.00	\$11,620.00	\$20.00	\$8,300.00	\$30.00	\$12,450.00	\$54.00	\$22,410.00
203(9)	Unclassified Excavation	Cubic Yard	46,000.00	\$25.00	\$1,150,000.00	\$22.00	\$1,012,000.00	\$21.00	\$966,000.00	\$24.25	\$1,115,500.00
203(11)	Ditchline/Subgrade Blasting	Square Yard	9,600.00	\$25.00	\$240,000.00	\$20.00	\$192,000.00	\$9.50	\$91,200.00	\$5.25	\$50,400.00
203(17A)	Rockfall Mitigation - Wire Mesh	Contingent Sum	All Req'd	\$36,000.00	\$36,000.00	\$36,000.00	\$36,000.00	\$36,000.00	\$36,000.00	\$36,000.00	\$36,000.00
203(19)	Trench Blasting for Sewer/Water Utilities	Linear Foot	2,950.00	\$60.00	\$177,000.00	\$80.00	\$236,000.00	\$36.00	\$106,200.00	\$22.25	\$65,637.50
203(27)	Ditch Linear Grading	Linear Foot	183.00	\$50.00	\$9,150.00	\$60.00	\$10,980.00	\$10.00	\$1,830.00	\$39.00	\$7,137.00
203(50)	Rock Slide Cleanup	Contingent Sum	All Req'd	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00
301(2)	Aggregate Base Course, Grading D-1	Cubic Yard	2,200.00	\$90.00	\$198,000.00	\$57.00	\$125,400.00	\$75.00	\$165,000.00	\$70.00	\$154,000.00
603(17-36)	36 Inch Pipe	Linear Foot	486.00	\$200.00	\$97,200.00	\$275.00	\$133,650.00	\$260.00	\$126,360.00	\$167.00	\$81,162.00
603(20-36)	End Section for 36 Inch Pipe	Each	8.00	\$1,000.00	\$8,000.00	\$1,200.00	\$9,600.00	\$1,500.00	\$12,000.00	\$925.00	\$7,400.00
606(1)	W-Beam Guardrail	Linear Foot	200.00	\$110.00	\$22,000.00	\$70.00	\$14,000.00	\$92.00	\$18,400.00	\$105.00	\$21,000.00
606(13)	Parallel Guardrail Terminal	Each	2.00	\$6,200.00	\$12,400.00	\$5,000.00	\$10,000.00	\$6,600.00	\$13,200.00	\$5,500.00	\$11,000.00
611(1A)	Riprap, Class I	Cubic Yard	20.00	\$220.00	\$4,400.00	\$100.00	\$2,000.00	\$155.00	\$3,100.00	\$205.00	\$4,100.00
615(1)	Standard Sign	Square Foot	66.00	\$200.00	\$13,200.00	\$156.00	\$10,296.00	\$400.00	\$26,400.00	\$250.00	\$16,500.00
615(6)	Salvage Sign	Each	1.00	\$125.00	\$125.00	\$200.00	\$200.00	\$2,000.00	\$2,000.00	\$1,500.00	\$1,500.00
616(1)	1.5 Inch Diameter Thaw Pipe	Linear Foot	486.00	\$50.00	\$24,300.00	\$32.00	\$15,552.00	\$25.00	\$12,150.00	\$35.00	\$17,010.00
622(8)	Table, Class II	Each	1.00	\$2,000.00	\$2,000.00	\$952.00	\$952.00	\$3,600.00	\$3,600.00	\$1,800.00	\$1,800.00
622(10C)	Bear Proof Trash Can	Each	1.00	\$1,500.00	\$1,500.00	\$2,215.00	\$2,215.00	\$4,000.00	\$4,000.00	\$2,500.00	\$2,500.00
622(14A)	Bike Rack	Each	2.00	\$800.00	\$1,600.00	\$250.00	\$500.00	\$450.00	\$900.00	\$200.00	\$400.00
622(45)	Treated Timber Parking Bumper	Square Yard	6,600.00	\$6.00	\$39,600.00	\$3.00	\$19,800.00	\$2.00	\$13,200.00	\$1.50	\$9,900.00
630(1)	Geotextile, Separation	Cubic Yard	584.00	\$300.00	\$175,200.00	\$245.00	\$143,080.00	\$400.00	\$233,600.00	\$215.00	\$125,560.00
636(1)	Gabion Retaining Walls	Lump Sum	All Req'd	\$225,000.00	\$225,000.00	\$200,000.00	\$200,000.00	\$235,000.00	\$235,000.00	\$690,000.00	\$690,000.00
640(1)	Mobilization and Demobilization	Lump Sum	All Req'd	\$12,000.00	\$12,000.00	\$15,000.00	\$15,000.00	\$25,000.00	\$25,000.00	\$36,500.00	\$36,500.00
641(1)	Erosion, Sediment, and Pollution Control Administration	Lump Sum	All Req'd	\$65,000.00	\$65,000.00	\$19,000.00	\$19,000.00	\$50,000.00	\$50,000.00	\$38,000.00	\$38,000.00
642(1)	Construction Surveying	Hour	24.00	\$400.00	\$9,600.00	\$300.00	\$7,200.00	\$400.00	\$9,600.00	\$375.00	\$9,000.00
643(2)	Traffic Maintenance	Lump Sum	All Req'd	\$20,000.00	\$20,000.00	\$10,000.00	\$10,000.00	\$60,000.00	\$60,000.00	\$210,000.00	\$210,000.00
643(3)	Permanent Construction Signs	Lump Sum	All Req'd	\$1,500.00	\$1,500.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$40,000.00	\$40,000.00
644(1)	Field Office	Lump Sum	All Req'd	\$30,000.00	\$30,000.00	\$50,000.00	\$50,000.00	\$65,000.00	\$65,000.00	\$80,000.00	\$80,000.00
644(8)	Vehicle	Each	1.00	\$70,000.00	\$70,000.00	\$80,000.00	\$80,000.00	\$3,000.00	\$3,000.00	\$30,000.00	\$30,000.00
646(1)	CPM Scheduling	Lump Sum	All Req'd	\$1,000.00	\$1,000.00	\$4,600.00	\$4,600.00				
TOTAL BID				\$2,897,995.00		\$2,569,029.00		\$2,562,590.00		\$3,154,821.50	



Index

Appointed Management	Contract Appointed
Department Head Management	Mayoral Appointments
Non Exempt / Hourly	Elected
Volunteer	Exempt Management

**CITY OF WHITTIER, ALASKA
ORDINANCE #03-2017**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA
AMENDING WHITTIER MUNICIPAL CODE CHAPTER 2.70 TO REPEAL AND
REENACT CODE PROVISIONS PERTAINING TO PERSONNEL .**

THE WHITTIER CITY COUNCIL HEREBY ORDAINS;

Section 1: **Classification.** This ordinance is general and permanent in nature and shall become a part of the Whittier Municipal Code.

Section 2: **Repeal and Reenactment of Chapter 2.70.** Whittier Municipal Code Chapter 2.70 is hereby repealed in its entirety and reenacted to read as follows:

Article I. General Provisions

2.70.005 Purpose.

It is the purpose of this chapter to establish a system of uniform personnel policies and procedures which will improve the quality of personnel administration, and which will assist in the accomplishment of the following specific objectives:

- A. Uniformity in procedure and an effective regulatory policy respecting personnel matters;
- B. Recruitment, selection, and advancement of employees on the basis of their relative ability, knowledge, and skills;
- C. Equitable ~~and adequate~~ compensation for City employees;
- D. Security of tenure for City employees, subject to the requirements of the City, availability of funds, and continued acceptable work performance and personal conduct;
- E. Definite assignments of duty;
- F. Sound training, supervision, and administrative direction;
- G. Recognition for continued good service; and
- H. Fair treatment of applicants and employees in selection, promotion, training and all other aspects of personnel administration, without regard to political affiliation, race, national origin, sex, age, or religious creed, and with proper regard for their privacy. [Ord. 537-08 § 2, 2008].

2.70.010 Applicability.

All offices and positions of the City shall be allocated to either the classified service or the exempt service.

- A. The exempt service shall include all elected officials, the City Manager, the Assistant City Manager, the Director of Administration, the City Clerk, the Finance Officer, the City Attorney, the Director of Public Safety, the Public Works Director, the Harbormaster, members of citizens boards and commissions, other employees who enter into employment contracts, individuals and firms covered by contracts and other employees classified as exempt under the Fair Labor Standards Act.
- B. The classified service shall include all permanent full time and permanent part time positions which are not placed in the exempt category. Unless specifically designated otherwise, personnel policies apply only to employees of the classified service.
- C. The City Council may authorize the hiring of an independent contractor to perform the functions of any position in the exempt service. [Ord. 542-08 § 3, 2008; Ord. 537-08 § 2, 2008].

2.70.015 Review and amendment.

These personnel policies shall be reviewed annually by the City Manager, who shall submit any recommendations for changes to the City Council. [Ord. 537-08 § 2, 2008].

2.70.020 Records maintenance.

Records of the work history of each employee shall be maintained. These records shall include the employee's original application, report of medical examination, reports of the results of investigations and tests, annual reports of performance, reports of the employee's progress and disciplinary actions affecting him or her, and any such other records as may be significant in the employee's service to the City. The City Manager shall prescribe such forms and records for departmental use as may be necessary. [Ord. 537-08 § 2, 2008].

Article II. Employee Conduct

2.70.025 Behavior generally.

All employees shall be fair and impartial in their dealings as employees of the City, and shall avoid any actions which create conflicts of interest or an appearance of conflicts of interest, as well as any actions which adversely affect or appear to affect their ability to perform their duties as municipal employees. [Ord. 537-08 § 2, 2008].

2.70.030 Confidentiality.

Each employee shall exercise the utmost discretion in regard to all matters of official business and records, and shall assure that any information received by him or her on a confidential basis is maintained in confidence to the fullest extent allowed by law. [Ord. 537-08 § 2, 2008].

2.70.035 Public contact.

Each employee shall at all times be courteous and respectful when dealing with the public, all City employees and public officials. [Ord. 537-08 § 2, 2008].

2.70.036 Pets in and around the workplace.

Unless otherwise required by law, no employee may bring his or her pet to work and keep it in or around the workplace. No employee may keep an animal tied up to or in a City vehicle or on City property while at work. [Ord. 537-08 § 2, 2008].

2.70.040 Public statements.

No employee shall present himself or herself as representing the City on matters of policy, by any means whatsoever including oral, written or electronic (i.e., email, social media), without the express permission of the City Manager. Further, no employees shall obligate the City to perform services of any kind without first consulting the City Manager. [Ord. 537-08 § 2, 2008].

2.70.045 Dress code.

All employees will dress in clothing appropriate to the job they perform. Department directors will determine the appropriateness of dress for employees under their direct supervision. Failure to dress appropriately or continued laxness in dress or appearance will be cause for disciplinary action. [Ord. 537-08 § 2, 2008].

~~2.70.046 Firearms prohibited.~~

~~With the exception of public safety officers of the Whittier Department of Public Safety, no employee of the City shall, while performing his/her duties as a City employee, bear or be armed with a loaded or unloaded firearm nor shall any employee(s) have in his/her possession, within City owned offices/buildings, any loaded or unloaded firearm unless such weapon(s) are locked and secured in an authorized weapons safe/cabinet. Any employee violation of this provision will be subject to disciplinary action by the City pursuant to the City's personnel ordinances as well as other penalties as set forth in this article. [Ord. 537-08 § 2, 2008].~~

2.70.048 Duty of employee to report accidents.

It shall be the duty of each classified service or exempt service employee to immediately verbally report to his or her department director any and all accidents which he or she witnesses while on duty, or to which he or she is a party. If the employee is a department director the verbal report shall be made to the City Manager. If the employee is the City Manager the verbal report shall be made to the Mayor or, in the absence of the Mayor, to any member of the City Council. If the classified service or exempt service employee was a party to the accident the verbal report shall be followed by a written report. The written report shall be submitted no later than 24 hours after the accident or as soon thereafter as practical given the employee's condition. The written report shall be submitted to the same person to whom the verbal

report was made and shall describe the circumstances of the accident. [Ord. 02-2013 § 2, 2013; Ord. 537-08 § 2, 2008].

~~Article III. Grievance Committee~~

~~2.70.050 Establishment.~~

~~A seven member board is established. [Ord. 537-08 § 2, 2008].~~

~~2.70.055 Membership.~~

~~The grievance committee shall be composed of the City Council. [Ord. 537-08 § 2, 2008].~~

~~2.70.060 Duties.~~

~~The duties of the grievance committee shall be:~~

~~A. To submit proposed personnel regulations to the City Council; and~~

~~B. To consider and decide any Step 4 grievances.~~

~~All members of the committee shall declare any conflict of interest and refrain from participating in board actions when a conflict exists. [Ord. 537-08 § 2, 2008].~~

~~2.70.070 Vacancies.~~

~~A vacancy occurring on the grievance committee shall be filled by temporary appointment by the Mayor. [Ord. 537-08 § 2, 2008].~~

Article IV. Organization and Delegation of Authority

2.70.075 Purpose of article.

Proper organization and delegation of authority are essential to effective City government administration and management. The responsibilities and authorities delineated in this article are intended to establish a clear understanding of the role that each segment of the City government should play. [Ord. 537-08 § 2, 2008].

2.70.080 City Council – Responsibility and authority.

The City Council shall be responsible for performing the following functions of the personnel administration process:

- A. Approval of the City's budget, including requests for personnel management funds;
- ~~B. Approval of personnel code policies and procedures as developed by the City Manager; and~~
- ~~C. Appointment of the City Manager; and~~
- ~~D.C. Confirmation of mayoral appointments to the grievance committee.~~ [Ord. 537-08 § 2, 2008].

2.70.085 City Manager – Responsibility and authority.

The City Manager shall have the responsibility and authority to:

- A. Administer the personnel code of the City;
- ~~A.B. Develop and administer the internal personnel~~ policies and procedures of the City;
- ~~B.C. Provide for the establishment and maintenance of records of all employees in the City service, including class title, pay and other pertinent data;~~
- ~~C.D. Foster and develop, in coordination with appointing authorities and others, programs for the improvement of employee effectiveness and productivity, including training, and safety;~~
- ~~D.E. Administer the City's recruitment and selection program;~~
- ~~E.F. Insure uniformity in the application of discipline and processing of employee grievances;~~
- ~~F.G. Prepare and adopt such forms, reports and procedures as may be necessary to administer the City's personnel program;~~
- ~~G.H. Appoint and dismiss all City ~~exempt~~ employees unless otherwise provided by contract or ordinance; and~~
- ~~H.I. Oversee the handling of all employee grievances to insure that they are processed in accordance with the procedures stated in this chapter.~~ [Ord. 537-08 § 2, 2008].

2.70.090 Department directors – Responsibility and authority.

Department directors shall have the responsibility and authority to:

- A. Provide for the implementation of, enforce, and keep the employees in their departments informed of personnel policies and rules;
- B. Evaluate employee performance;
- ~~C. Participate in the grievance procedures as specified in Article XIII and keep the City Manager informed of all grievances in progress;~~
- ~~D. Appoint employees to vacant positions within their respective departments in accordance with established personnel rules and procedures;~~
- ~~E.C. Develop training programs for employees in their respective departments;~~
- ~~F.D. Take corrective action within their respective departments as deemed appropriate;~~
- ~~G.E. Conduct orientation for all new employees, including introduction to fellow workers, work standards, safety regulations, break periods, supplies, etc.; and~~

H.F. _____ Appoint and dismiss all employees under their jurisdiction, in accordance with established personnel rules and procedures, subject to the approval of the City Manager. [Ord. 537-08 § 2, 2008].

2.70.095 Responsibility of all employees.

Employees of the City shall be presented with a copy of the personnel rules adopted hereunder on their hiring date, and shall be responsible for:

- A. Reading these rules and asking their department director to explain them if questions arise;
- B. Understanding the function of the department to which they are assigned and how that function relates to the total mission of the City and all of its departments;
- C. Discussing with their department director any questions relating to the interpretation or application of these rules, ~~either informally or formally through the grievance procedure~~;
- D. Every employee shall read and sign all the Drug-Free Workplace Policies. [Ord. 537-08 § 2, 2008].

Article V. Classification of Positions

2.70.100 Plan – Purpose and effect.

The classification plan shall group together those positions that are sufficiently similar in kind, responsibility, and difficulty of work to warrant application of the same pay rate or range of rates and the same general selection standards. Such groupings shall be based upon the current duties and responsibilities of positions in the City. The classification plan shall consist of a list of titles and description of the nature and requirements of work in each classification. [Ord. 537-08 § 2, 2008].

2.70.105 Plan – Adoption and amendment.

The classification plan, and revisions therein which create new or abolish existing classifications, shall be proposed by the City Manager and become effective upon approval by resolution of the City Council. Other modifications to the classification plan shall become effective upon approval by the City Manager. [Ord. 537-08 § 2, 2008].

2.70.110 Plan – Development and administration.

The City Manager shall have the responsibility for the overall administration of the classification plan. In developing the classification plan, he or she shall consult department directors, key staff members, employees and other technical resources as appropriate. [Ord. 537-08 § 2, 2008].

2.70.115 Allocation of positions.

The City Manager shall assign positions to the appropriate classes in the classification plan, and reassign positions as needs of the City change~~when changes in responsibilities justify reassignment~~. [Ord. 537-08 § 2, 2008].

2.70.125 Position descriptions.

Position descriptions shall be supplied and kept current by each City department for each position under the department's jurisdiction, subject to the approval of the City Manager. [Ord. 537-08 § 2, 2008].

2.70.130 New positions.

When a new position is proposed or established, the department in which it is created shall provide a written job description to the City Manager, who shall determine the proper classification or prepare a new classification description if an appropriate classification does not exist. [Ord. 537-08 § 2, 2008].

2.70.145 Effective date of change.

Classification actions shall become effective on the first day of the pay period following determination by the City Manager. [Ord. 537-08 § 2, 2008].

2.70.150 Reclassified positions – Status of incumbents.

In all cases of reclassification, the employee in the position under consideration shall be entitled to examine and compete for the reclassified position. If ineligible for appointment to the reclassified position, the employee shall be transferred or reassigned to an open available job position, to the extent the employee is qualified for such alternate position~~by appropriate action in accordance with the provisions of these rules~~. [Ord. 537-08 § 2, 2008].

2.70.151 Exempt positions.

As authorized by Alaska Statute, Title 29, Chapter 20, Section 410, Personnel System, subsection (b), there is created a classification for managerial positions, which are wholly or partially exempt from the classified service. A wholly or partially exempt position is filled by a person who serves at the pleasure of the appointing authority and whose terms and conditions of employment are determined by the appointing authority. Unless otherwise provided by contract or City ordinance, the appointing authority shall be the City Manager. [Ord. 537-08 § 2, 2008].

Article VI. Salary Administration

2.70.155 Pay plan – Contents and objectives.

The pay plan shall include a schedule of pay ranges, consisting of minimum, intermediate and maximum rates of pay for all classes of positions in the classified service. The objective of the pay plan shall be:

- A. To provide a salary structure appropriate to the recruitment and retention of competent employees; and
- B. To provide appropriate pay incentive for high employee productivity. [Ord. 537-08 § 2, 2008].

2.70.160 Pay plan – Standards for development.

The development of the pay plan shall be directly linked to the classification plan, and shall be based on the principle of equal pay for equal work. Pay ranges within the pay plan shall be determined with due regard to such factors as:

- A. Relationship between classes;
- B. Relative difficulty and responsibility of work;
- C. Availability of applicants;
- D. Prevailing rates of pay in both public service and private industry in the appropriate recruiting market; and
- E. Cost-of-living factors. [Ord. 537-08 § 2, 2008].

2.70.170 Pay plan – Administration.

The City Manager shall be responsible for administering the pay plan and keeping it current through periodic reviews and comparative studies of pertinent factors affecting levels of pay in accordance with the standards described in WMC 2.70.160, and in consultation with the City Council. [Ord. 537-08 § 2, 2008].

2.70.175 Entrance pay rate.

The entrance pay rate shall normally be the minimum rate in the pay range prescribed for the class. A department director, subject to the approval of the City Manager, may make an appointment above the entrance pay rate only when there are no available candidates at the entrance rate, or in recognition of exceptional qualifications. ~~In no instance shall an appointment be made above the minimum step when qualified applicants are available at the minimum entrance rate.~~ Appointments may be made at a rate below the minimum for the class on a trainee basis. [Ord. 537-08 § 2, 2008].

2.70.180 Salary increases.

Except as otherwise provided by this chapter:

- A. Merit salary increases may be granted by the City Manager, ~~upon recommendation of the department director.~~
- B. Cost-of-living salary increases may be granted by the City Council upon the recommendation of the City Manager. In the event a cost-of-living salary increase is granted, it shall be at the same percentage rate and shall be effective on the same date for all City employees without regard to department. [Ord. 537-08 § 2, 2008].

~~2.70.185 Permanent part-time employee compensation.~~

~~Permanent part-time employees shall be compensated on an hourly basis at a rate equivalent to the hourly wage rate exclusive of benefits established for regular full-time employment in the appropriate classification. [Ord. 537-08 § 2, 2008].~~

2.70.190 Pay rate adjustments – Transfer.

When an employee is transferred from one class to another with a common pay range, he shall continue to receive the same rate of pay. [Ord. 537-08 § 2, 2008].

2.70.195 Pay rate adjustments – Promotions.

When an employee is promoted from one class to another having a higher pay range, the employee shall receive an increase of not less than one pay step. If the employee's current rate of pay is below the minimum rate of the higher class, the pay shall be increased to the minimum rate of the higher class. If the employee's current rate of pay falls within the range of the higher class, the pay shall be adjusted to the next higher pay step in the range for the higher class which is at least equal to one step increase above his current pay rate. [Ord. 537-08 § 2, 2008].

2.70.200 Pay rate adjustments – Reassignments.

When an employee is reassigned for cause, or for administrative purposes, his/her pay rate shall be adjusted to fit the job according to the principles of classification and equal pay for equal work. [Ord. 537-08 § 2, 2008].

2.70.205 Pay rate adjustments – Reinstatement of employees who have resigned.

No preferential pay treatment shall be given to reinstated employees. The principles of job classification and equal pay for equal work, which include work experience, shall apply as if to a new employee.

~~An employee who has resigned due to special reasons such as, but not limited to, family illness or educational leave shall have reinstatement rights according to applicable law. [Ord. 537-08 § 2, 2008].~~

2.70.210 Pay rate adjustments – Layoffs.

When an employee, following layoff, is re-employed in the same class from which he or she was laid off, he or she shall be placed in the same step occupied at the time of layoff. When the employee is re-employed in a class having a lower pay range, his/her rate of pay shall be assigned according to standard principles of job classification and equal pay for equal work. [Ord. 537-08 § 2, 2008].

2.70.215 Compensation during temporary assignment.

When an employee is temporarily assigned to a position in a higher pay range for a period of 30 calendar days or more, he or she shall be paid at the first step of the higher pay range or he shall be granted a one

step pay increase, whichever is higher, for the full period worked in the temporary assignment. An employee who is temporarily assigned to a position with a lower pay range for any period shall not receive a reduction in pay. No temporary assignment shall exceed the greater of twelve (12) months, or the duration of the project~~exceed six months~~. [Ord. 537-08 § 2, 2008].

2.70.220 Hours of work.

Regular working hours of City employees shall consist of a five-day week, eight hours a day, 40 hours per week. The standard work week shall consist of the period from 00:01 Monday~~midnight Sunday~~ to 24:00 Sunday~~the following midnight Sunday~~. The standard workday shall consist of the period from 00:01 to 24:00~~midnight to midnight~~. Unless otherwise provided, the hours of regular employment for City employees shall be from 8:00 a.m. to 5:00 p.m. with an hour for lunch.

Different schedules to meet department operating needs shall be established and altered by department directors, with approval of the City Manager. ~~Employees may volunteer for flexible work hour plans that deviate from the standard workday and do not exceed 40 hours per week. Before a voluntary flexible work hour plan may take effect, the City must submit a written request for, and obtain approval from, the State Department of Labor.~~ Department directors may temporarily shift the working hours of the employees in their respective departments in order to meet City routine needs. [Ord. 553-09 § 2, 2009; Ord. 537-08 § 2, 2008].

2.70.225 Overtime.

Overtime payment will be paid~~received to~~ by all non-exempt employees, to the extent required by applicable law~~except for department directors who are not eligible for overtime payment in any circumstances~~. Overtime must be approved in writing by the department director concerned prior to its performance, except in cases of emergency, ~~which preclude such prior arrangements, and shall be paid to employees who are eligible for overtime payment under this section in accordance with methods established by State laws. The person in charge of providing emergency service shall see that overtime hours related to the service are properly recorded. The department director shall review the record and certify to the Finance Officer any overtime approved for payment as soon as possible after the performance of the emergency service necessitating the overtime.~~ [Ord. 537-08 § 2, 2008].

2.70.230 Time and one-half overtime.

Overtime hours paid at the rate of one and one-half the regular rate shall be calculated and paid to employees who are eligible for overtime payment under WMC 2.70.225 under methods established by the Alaska Wage and Hour Act.

Employees who are eligible for overtime payment under WMC 2.70.225 who are requested to work on a Saturday or on an evening which does not fall within their standard work week shall be paid at time and one-half for those hours, regardless of whether they have worked less than 40 hours in the week. [Ord. 537-08 § 2, 2008].

2.70.235 Overtime pay.

An employee legally entitled to overtime pay under applicable Federal or State law shall be paid at the rate of time and one-half of his/her rate of pay for all hours worked over 40 per week and/or eight hours per day, as required by applicable State law or regulation. When the requirement to work overtime falls on, or on a recognized City holiday, an employee performing services for the City shall receive holiday pay in addition to time and one-half, for a total of two and one half times regular pay in addition to holiday pay. [Ord. 553-09 § 2, 2009; Ord. 537-08 § 2, 2008].

2.70.240 Call-out time.

If an employee is eligible to receive overtime payment under WMC 2.70.225 and is called to work outside his or her regular work shift, he or she shall receive a minimum payment of two hours ~~of~~at the applicable overtime rate. [Ord. 537-08 § 2, 2008].

2.70.245 Public Safety Department uniform allowance.

The City shall provide employees in the department of public safety who are required to be in uniform in the course of their duties for the City shall receive an amount budgeted by the City Council as "Salary and Benefits" in accordance with the most recent fee schedule. ~~an amount up to or not to exceed \$300.00 for initial hire.~~

~~Commencing the first full month after completion of the probationary period provided by WMC 2.70.350, such employees shall receive a monthly clothing allowance of \$40.00 in addition to the employee's regular pay. In the event of separation before the probationary period is completed, the employee would owe the balance remaining on the expense of all initial issue items, and upon satisfaction of the balance due, the City would have no further property interest therein. All issue of department equipment, department insignia, and any other department property not forming a part of the initial issue herein provided, shall be returned to the City upon the termination of employment. [Ord. 537-08 § 2, 2008].~~

~~2.70.250 Higher pay range class reassignment.~~

~~If a class is reassigned to a higher pay range, the base rate of all employees in affected positions shall be increased by five percent for each pay range advanced, not to exceed the maximum of the new range. [Ord. 537-08 § 2, 2008].~~

~~2.70.255 Lower pay range class reassignment.~~

~~If a class is reassigned to a lower pay range, the base salaries of employees in affected positions shall not be reduced. Employees whose base rates exceed the maximum rate of the new pay range will remain unchanged until the base rates are encompassed within the pay range. [Ord. 537-08 § 2, 2008].~~

2.70.260 Position classification and reclassification effective date.

The effective date of personnel transactions implementing classification and reclassification of positions shall be the beginning date of the pay period following the date of the change. [Ord. 537-08 § 2, 2008].

2.70.265 Merit and probationary increases.

- A. Merit salary increases shall be effective the next payroll period following approval by the City Manager.
- B. Probationary salary increases approved by the City Manager shall be effective the next payroll period ~~earlier of the day following completion of three months service as a new hire probationary employee or promotional probationary employee or the day following satisfactory completion of probation. A probationary salary increase shall be one step in the same grade.~~ [Ord. 537-08 § 2, 2008].

2.70.270 Reassignments and reinstatements – Effective date.

The effective date of personnel actions implementing approved promotions, reassignments and reinstatements shall be the next payroll period following the first day of the new City Manager's approval of the change in approved status. [Ord. 537-08 § 2, 2008].

Article VII. Retirement

2.70.280 State retirement system participation.

The City became a participant of the State of Alaska Public Employees Retirement System effective July 1, 1984. Coverage is mandatory for all full-time permanent employees and probationary employees in full-time positions as well as permanent part-time employees. [Ord. 537-08 § 2, 2008].

~~**2.70.285 Age 65 – Continued employment.**~~

~~An employee who attains the age of 65 may be retained in the City service upon written certification of his department director or the personnel officer that such action is in the best interest of the City and deferral of the retirement is authorized by the City Council. The City Manager may require the employee to submit a satisfactory report of medical examination by a physician approved or designated by the City Manager, which shows the employee to be physically and mentally able to perform the duties of his position. An initial deferral of retirement shall be for a period of one year, and subject to renewal in the above manner. [Ord. 537-08 § 2, 2008].~~

Article VIII. Disability and Health Insurance

2.70.290 Group health insurance.

The City provides health and life insurance to each of its permanent full-time and part-time employees under the State of Alaska Group Health Care and Life Insurance Plan. The employee may insure their immediate family under the plan for an additional premium payable by the employee. [Ord. 537-08 § 2, 2008].

Article IX. Recruitment

2.70.300 Policy.

It shall be the policy of the City to recruit and select the most qualified persons for positions in the City service, and to fill vacancies by promotion from within the City when well-qualified employees are available. To ensure that this policy is carried out, it shall be the responsibility of the City Manager to:

- A. Conduct recruitment and selection in an affirmative manner to insure open competition;
- B. Provide equal employment opportunity. [Ord. 537-08 § 2, 2008].

2.70.305 Method.

The City Manager shall develop and conduct an active recruitment program designed to meet current and projected manpower needs. Recruitment will be tailored to the various classes of positions to be filled and will be directed to all sources likely to yield qualified candidates. [Ord. 537-08 § 2, 2008].

2.70.310 Job announcements and publicity.

- A. In order to attract an adequate number of candidates for present or anticipated vacancies and to permit successful competition with other employers, the City Manager shall issue job announcements and otherwise publicize vacancies through the City website and any other methods selected by the City Manager~~such media which shall include, but not be limited to, newspapers within the State~~. Job announcements shall be clear and readable. They shall include the job title, salary range, ~~and~~ a brief description of job duties and qualifications~~job qualification requirements~~.
- B. Publicity for job vacancies shall be conducted for a sufficient period of time to insure reasonable opportunity for persons to apply and be considered for employment. ~~All job vacancies shall be publicized first to all City employees at least five working days prior to public advertisement. If any City employee applies for an advertised position whether it is a contract or noncontract position, Council or the department director shall consider the applicant and if the person qualifies for the position, the position shall be filled in-house and not advertised publicly.~~ The City Manager may also initiate continuous recruitment programs for any class of positions as appropriate. [Ord. 537-08 § 2, 2008].

2.70.315 Application forms.

All applications for employment shall be made on forms prescribed by the City Manager, including the use of online forms. Such forms shall require background information including training, experience and other

pertinent data. All applications must be signed, including the use of electronic signatures. Application forms shall not elicit any information concerning race, politics, religion or national origin.

A resume may be accepted in place of an application when requested in recruitment advertising or if, in the opinion of the City Manager, the information provided on the resume is sufficient. [Ord. 537-08 § 2, 2008].

2.70.320 Rejection of applications.

~~The City Manager may reject any application which indicates that the applicant does not possess the minimum qualifications established for the position. An application may also be rejected if the applicant:~~

- ~~A. Has deliberately falsified any information on the application form;~~
- ~~B. Is unable to meet the physical and other requirements, which have been demonstrated as necessary to perform the work of the position;~~
- ~~C. Is unable to meet the mental requirements necessary to perform the work;~~
- ~~D. Does not meet the legal age limits or other requirements established by State law;~~
- ~~E. Has established an unsatisfactory employment record of such nature as to demonstrate unsuitability for the position.~~

~~Whenever an application is rejected, notice of such rejection shall be promptly made to the applicant. [Ord. 537-08 § 2, 2008].~~

Article X. Selection

2.70.325 Responsibility for selection devices.

The City Manager, in conjunction with the department directors, shall be responsible for determining the selection device or devices to be used to obtain the best qualified candidates for each class of positions. Selection devices shall be utilized separately or in various combinations as appropriate to the class and available manpower resources. Such selection devices may include work samples, performance tests, practical written tests, individual physical examinations, background and reference inquiries, and evaluation of training and experience. [Ord. 537-08 § 2, 2008].

2.70.330 Confidentiality.

Job selection materials shall be disclosed only to the City Manager, department director and other City employees with a job-related need to know~~Only the City Manager and department director shall know selection material~~. All persons participating in the development and maintenance of selection materials shall exercise every precaution to maintain the highest level of integrity and confidentiality. [Ord. 537-08 § 2, 2008].

2.70.350 Probationary period.

All appointments are subject to a probationary period of ~~six~~^{three} months with the exception of appointments to the Department of Public Safety ~~for~~^{to} which a 12-month probationary period shall apply. A probationary period shall apply to all positions prior to the acquisition of permanent status. The length of the probationary period may be extended for up to a twelve (12) month period if deemed necessary by the Department Head after consultation with the City Manager.

Probationary employees must obtain at least a satisfactory performance rating at the completion of their probationary period in order to obtain permanent status. Employees in probationary status may be terminated at any time during their probationary period for any reason or for no reason with no recourse to the ~~personnel complaint grievance~~ procedure.

Exempt employees are not subject to serving a probationary period, as they serve at the pleasure of the City Manager.

[Ord. 537-08 § 2, 2008].

2.70.355 Probation – Reassigned employee.

When an employee is reassigned to a position in a class where he previously held permanent status, no probationary period shall be served. When an employee is reassigned to a position where he did not hold permanent status, the department director shall decide whether a probationary period shall be served, subject to the approval of the City Manager. The employee concerned shall be notified in writing of the decision before reassignment is accomplished and, in either case, the employee's anniversary date shall remain unaffected. [Ord. 537-08 § 2, 2008].

2.70.360 Probation – Promoted employee.

When it becomes clear that an employee serving a promotional probationary period is not performing adequately, he shall be so informed in writing with a copy to the City Manager.

If reassignment is found to be necessary, the employee shall be reassigned to a position in his previous class and his anniversary date shall remain unaffected. [Ord. 537-08 § 2, 2008].

2.70.365 Probation – Reinstated employee.

An employee reinstated within two years of termination shall not be required to serve a probationary period unless rehired into a different class than previously served or if a previous probationary period was not completed. [Ord. 537-08 § 2, 2008].

2.70.370 Temporary appointments.

Temporary appointments are for a short-term period not to exceed twelve (12) months, or the date of completion of the project for which the employee was hired~~30 days; however, extensions in 30-day increments may be allowed with the approval of the City Manager, up to a maximum of six months.~~ Probationary periods shall not be served for temporary appointments, and no probationary increases shall

be awarded. A person hired for a temporary appointment or hired temporarily to replace an absent employee shall not be entitled to any fringe benefits. [Ord. 537-08 § 2, 2008].

2.70.375 Emergency appointments.

~~Emergency appointments not to exceed 30 calendar days may be authorized by the City Manager without recourse to usual certification procedures. Such appointments shall be made only in cases of unforeseen emergencies and when necessary to prevent impairment to City services. Emergency appointments are not entitled to any fringe benefits. [Ord. 537-08 § 2, 2008].~~

Article XI. Performance Evaluation

2.70.380 Purpose.

The primary purpose of the employee performance evaluation program is to inform employees of how well they are performing and to offer constructive criticism on how they can improve their work performance. Performance evaluation shall also be considered in decisions affecting salary advancement, promotions, reassignments, dismissals, order of layoff, and order of re-employment, placement and training needs. [Ord. 537-08 § 2, 2008].

2.70.385 Evaluation – Probationary period end.

Each employee shall be evaluated 10 days prior to the completion of his or her probationary period. The employee must have an overall evaluation of at least “satisfactory” in order to become permanent. [Ord. 537-08 § 2, 2008].

2.70.390 Evaluation – Annual.

Each employee who has been employed with the City for at least six consecutive months shall receive an annual performance evaluation ~~no later than October 31st of each calendar year.~~ [Ord. 05-2013 § 2, 2013; Ord. 537-08 § 2, 2008].

2.70.395 Evaluation – Special.

A special performance evaluation shall be completed whenever:

- A. There is a significant change either upward or downward in an employee’s performance;
- B. ~~A department director permanently leaves his or her position. The department head shall complete a performance report on each employee under his supervision who has not been evaluated within six months prior to the date the department director is to leave his or her position.~~ [Ord. 537-08 § 2, 2008].

2.70.400 Evaluation – Completion – Department director responsibility.

The department director shall be responsible for completing a performance evaluation at the time prescribed for each employee under his supervision. [Ord. 537-08 § 2, 2008].

2.70.405 Evaluation – Review – City Manager responsibility.

The City Manager shall review each performance evaluation report completed by a department director before the report is discussed with the employee. The City Manager shall consider the performance evaluations completed by the department director when evaluating the department director's performance. [Ord. 537-08 § 2, 2008].

2.70.410 Evaluation – Form.

The performance evaluation form shall be ~~a letter from the department director which states that the employee's performance has been discussed with the employee, and shall be . This letter will be signed by the department director and the employee, and be accepted as evidence of satisfactory performance.~~

~~The only deviation from this procedure will be in the case of outstanding or unsatisfactory performance. Performance of this nature will be explained in full. In the case of unsatisfactory performance, the rating officer will also make written comment as to remedial action and the employee will be allowed to add comments.~~ [Ord. 537-08 § 2, 2008].

2.70.415 Performance report review.

The department director shall discuss the performance evaluation report with the employee before the report is made part of the employee's permanent record. Performance evaluation reports are not subject to the personnel complaint/grievance procedure. [Ord. 537-08 § 2, 2008].

~~2.70.425 Appeal procedure.~~

~~See WMC 2.70.495, Steps, of Article XIII, Grievance Procedure. [Ord. 537-08 § 2, 2008].~~

2.70.430 Disciplinary action – Employee education.

All department directors shall inform the employees under their jurisdiction of standards of performance and personal conduct of City employees in various positions. Employees shall be acquainted with the various provisions of disciplinary action regulations of WMC 2.70. ~~All City employees shall have in their possession a copy of an up-to-date personnel regulations manual. Copies of the manual shall always be available in the City Manager's office.~~ [Ord. 537-08 § 2, 2008].

2.70.435 Disciplinary action – Procedures.

All disciplinary actions, including occasions of oral counseling~~except oral admonitions~~, shall be documented in writing, presented to the affected employee, and placed in the employee's personnel file. The written document shall be reviewed with the employee, and sincere efforts shall be made to obtain agreement with the employee that facts are stated correctly, that the inappropriate or incorrect behavior did occur, that it did represent behavior that should be disciplined, that the discipline is appropriate and that the behavior will not be repeated.

If errors are found, the written document shall be revised and reviewed again. Comments by the employee shall be entered under the heading "Employee Comments." The employee shall be requested to sign the written document, and informed that his or her signature indicates only his or her agreement that the document accurately records the discussion. If the employee refuses to sign the memo, the statement shall be entered:

(Employee's Name) read the contents of this disciplinary action on (date) and refused to sign.

One copy of each completed report shall be forwarded immediately to the City Manager's office for review and inclusion in the employee's personnel file. A copy shall be given to the employee. The department director may, if necessary, complete reviews to the employee's progress in correcting the cause of the original action at scheduled intervals throughout the following 12 months. These reports shall be made in writing. Twelve months from the date of the action concerned, the City Manager shall review the disciplinary action, and, if no subsequent report of similar violations has been made, the department director shall be instructed to return department and division copies to the affected employee. The original shall be sealed in a confidential envelope and replaced in the employee's personnel file. The envelope shall not be referred to again unless there is a later occurrence requiring further discipline. [Ord. 537-08 § 2, 2008].

2.70.440 Suspension without pay.

The City Manager, or a department director with the approval of the City Manager may at any time suspend an employee for cause without pay for a period not to exceed 30 calendar days in any calendar year. Employees against whom allegations of misconduct have been made may be placed on administrative leave~~charges are professed may, at the discretion of the department director, be suspended from duty pending final disposition of an internal investigation~~charges. A suspension shall be recorded in writing, and a personnel evaluation report completed for any suspended employee. Both documents shall be reviewed with the employee immediately after preparation if possible. Following this action, a copy shall be given to the employee and a copy forwarded immediately to the City Manager. [Ord. 537-08 § 2, 2008].

2.70.445 Demotion or Reassignment for disciplinary reasons.

The City Manager, or a department director with the approval of the City Manager ~~may~~ An appointing authority may demote or reassign an employee for disciplinary reasons in accordance with other provisions of these regulations. Demotion or Reassignment is considered a more moderate penalty than dismissal and may be offered in lieu thereof, as approved by the City Manager, when mitigating circumstances warrant such leniency. The City Manager reserves the prerogative to alter job descriptions and pay classifications for purposes of managing the City's workforce to meet the needs of the City. [Ord. 537-08 § 2, 2008].

2.70.450 Reassignment without prejudice.

Reassignment without prejudice shall not be considered a punitive action. The City Manager, or a department director with the approval of the City Manager may ~~An appointing authority may~~ reassign an employee in accordance with other provisions of these regulations for any of the following reasons:

- A. Inability to perform duties adequately;
- B. Layoff because of lack of work or funds or abolition of positions. When employees are laid off, the appointing authority shall consider the advisability of reassigning them to vacant positions in lower classifications for which they are qualified;
- C. Personal Reasons. There are a variety of reasons why an employee might wish to work in a position on a lower level class, such as personality conflicts and being placed in a new class series where new experience and greater likelihood of advancement are available. [Ord. 537-08 § 2, 2008].

2.70.455 Administration.

The City Manager shall be responsible for overall administration of the employee performance evaluation program. He or she shall advise and assist employees to assure that performance evaluation procedures are handled in accordance with the provisions stated in this article. [Ord. 537-08 § 2, 2008].

Article XII. Employee Development

2.70.460 Purpose.

The purpose of the employee development program is to foster and promote the training and development of employees in order to:

- A. Improve the quality of services to the City;
- B. Equip employees for career advancement within the City service; and
- C. Provide a reservoir of occupational skills necessary to meet current and future employment needs. [Ord. 537-08 § 2, 2008].

2.70.465 Program development and administration.

The City Manager shall have the overall responsibility for the development, administration and coordination of the employee development program and shall:

- A. Assist the department directors in developing and implementing employee development programs to meet the current and future needs of their departments and to increase employee efficiency;
- B. Conduct or coordinate employee development programs to meet the common needs of all departments;
- C. Maintain a file of current information and materials on job requirements, training opportunities, employee development manuals and other employee development literature;
- D. Maintain a record of all training conducted and insure that authorized employee development programs are properly administered;

- E. Periodically analyze and evaluate the overall development needs of employees within the City service;
- F. Assure that all employees receive equal consideration for appropriate training opportunities; and
- G. Assure that employee personnel files are updated upon successful completion of any employee development activities to insure maximum consideration for placements, transfers and promotions. [Ord. 537-08 § 2, 2008].

2.70.470 Program development – Role of department directors.

Department directors shall provide active leadership in developing the employees under their supervision. In this capacity, they shall:

- A. Cooperate closely with the City Manager in determining the current and future employee development needs in their departments;
- B. Participate with the City Manager in developing and implementing employee development programs;
- C. Budget sufficient funds to secure needed career development programs;
- D. Evaluate the effectiveness of completed career development programs and make recommendations for improvement where appropriate;
- E. Assure that employees are provided with sufficient time to participate in career development programs. [Ord. 537-08 § 2, 2008].

2.70.475 Reimbursement of training costs upon separation.

- A. When an employee attends a school, training session or other similar program of mutual benefit to the employee and the City, the employee shall agree to:
 - 1. Remain in City service one month for every day (including Saturdays and Sundays) that he is attending the school and for which the City is paying his salary, travel costs and per diem; and
 - 2. Remain in City service two weeks for every day (including Saturdays and Sundays) that he is attending the school and for which the City is paying either his salary, or travel costs and per diem costs.
- B. There shall be a two-year maximum to the length of time that an employee must remain in service.
- C. Should the employee leave the service of the ~~City municipality~~ prior to the completion of computed service time, he or she shall reimburse the City for costs incurred in proportion to length of time remaining to be served, and shall allow the City to deduct such reimbursable cost from the employees pay, including final pay, pursuant to a written agreement entered into between the City and the employee on or about the time the school, training, or similar program commenced.
- D. If an employee is involuntarily separated from the service of the City before completion of computed service time, the remaining reimbursable cost for failure to complete the time to be served will be canceled. [Ord. 537-08 § 2, 2008].

Article XIII. Grievance Procedure

2.70.480 Policy.

It is the policy of the City to treat all employees equitably and fairly in matters affecting their employment. Each permanent full time and permanent part time employee of the City will be provided ample opportunity to understand and resolve matters affecting employment, which the employee documents as being a violation of rules and regulations. The presentation of any grievance shall be the right of each permanent full-time and permanent part time employee without fear of reprisal. [Ord. 537-08 § 2, 2008].

2.70.485 Grievance – Defined.

A “grievance” is a written complaint by an employee or group of employees alleging a violation of a section or sections of the City code, personnel rules and regulations, or departmental rules and regulations, which pertain to the terms or conditions of employment by the City and which are within the scope of the grievance procedure established by this chapter. Employee performance evaluations are not grievable. Temporary employees, volunteers, independent contractors and any employee is his/her probationary period are not entitled to use the grievance procedures. Exempt employees are not entitled to use the grievance procedures. [Ord. 537-08 § 2, 2008].

2.70.490 Discussion of a problem with supervisor.

An eligible employee having a problem regarding employment shall first discuss the problem with his or her immediate supervisor. If the problem is not settled and the problem meets the definition of is defined as a “grievance” set forth in Section 2.70.485, the employee has the right to present the grievance in accordance with the procedure outlined in WMC 2.70.495. [Ord. 537-08 § 2, 2008].

2.70.495 Steps.

A grievance shall be handled in the following manner:

- A. Step 1. The aggrieved employee or group of employees shall present the grievance orally to the immediate supervisor within five working days of the occurrence of the event leading to the grievance, not including the day of the occurrence. The supervisor shall give an oral reply within three working days of the date of presentation of the grievance, not including the date of presentation.
- B. Step 2. If the grievance is not settled in Step 1, or if the grievance involves allegations of a violation of policy by the affected employee’s supervisor, the employee shall document, in detail, in writing, the specific subsection(s) of this WMC 2.70, personnel policy, departmental rule, or other regulation alleged to be misinterpreted, misapplied or violated. This formal grievance shall be dated, signed and submitted to the Department Head within five (5) working days from (i) the oral reply of the supervisor from Step 1, or (ii) of the violation which is the subject matter of the employee’s grievance. it shall be reduced to writing, dated, and signed by the aggrieved employee and presented to the department director within five working days after the supervisor’s oral reply is given. The department director shall reply in writing to the grievance within five working days of the date of presentation of the written grievance, not including the day of the presentation.
- C. Step 3. If the grievance is not settled in Step 2, or if the grievance involves allegations of a violation of policy by the affected employee’s department head, the written grievance shall be

presented, along with all pertinent correspondence, records and information accumulated to date, to the City Manager. This presentation must be made within five working days after the department director's response is made, not including the day of the response. The department director shall receive a copy of the grievance. The City Manager may meet with the aggrieved employee, the immediate supervisor and the department director, and obtain through investigation such additional information or documentation as the City Manager deems pertinent to his/her review of the grievance. The City Manager shall reply to the grievance in writing within five working days of the date of presentation of the written grievance to him or her, not including the day of presentation.

~~D. Step 4. If not satisfied with the City Manager's decision, an employee may request a hearing before the grievance committee.~~

~~E. The grievance committee shall conduct the hearing expeditiously and in a manner conducive to obtaining a clear understanding of the facts. The procedure shall be informal. Technical rules regarding evidence and witnesses shall not apply.~~

~~F. The grievance committee shall submit a written report of its findings and determinations to all interested parties within 10 working days after hearing testimony.~~

~~G.D. The decision of the grievance committee is the final step within the administrative process of the City hearing officer, as provided in Section 2.70.296.~~

~~H. Grievances related to an act or failure to act of a department director shall be initiated at Step 2.~~

I.E. Grievances related to an act or failure to act of the City Manager shall be initiated at Step 3. [Ord. 537-08 § 2, 2008].

2.70.496 Hearing Officer Proceedings.

A. Initiating Proceedings Before Hearing Officer. Upon receipt of the City Manager's response or failure of the City Manager to respond, the employee shall have five (5) working days to that the matter be appealed to a Hearing officer. If the employee fails to file a written request for an appeal to a hearing officer within five (5) working days, such failure will serve to decide the grievance in favor of the City Manager's Step 2 decision.

B. Hearing officer.

1. If an appeal to a Hearing officer is made under Step 3, the City Manager shall send the complaint to the hearing officer selected by the city attorney. The hearing officer shall be a private attorney or an individual trained as an administrative hearing officer. The hearing officer shall not be an employee of the City of Whittier..
2. The City Manager will furnish to the hearing officer the grievance and any official responses obtained from Steps 1 through 3 of the grievance Process.
3. The hearing officer shall schedule a hearing within ninety days after the date of receiving the notice of appeal. The hearing officer may extend this deadline for good cause.

C. Hearing notice.

1. The Hearing official shall serve on the complainant and the City Manager a notice of hearing setting out the time and place of hearing and the schedule for any preliminary matters. This notice shall include a statement of the right to provide written evidence and

oral testimony. The complainant and the City Manager shall also be informed of the right to be represented at the hearing.

2. The hearing officer shall determine if the grievance has been proven by the preponderance of the evidence.

D. Service by mail and filing.

1. All motions or requests shall be served upon the opposing party. If service by mail is used, three days will be added for response time from the date of mailing. The party must certify the date mailed on the document. If the deadline falls on a weekend or holiday, the deadline shall fall on the next city business day.
2. All documents shall be filed with the City Manager.

E. Hearing.

1. All hearings shall be before the hearing officer who shall preside.
2. The hearing officer may administer oaths, hold hearings, and take testimony. The hearing officer may, on their own or in response to a motion by a party to the hearing, request the presence of witnesses and the production of records, books, and papers at the hearing.
3. The complainant and the City Manager may each present opening statements setting out the matters they intend to prove. The complainant shall proceed first with his or her evidence and the City Manager shall follow, setting forth his or her evidence. The complainant and the City Manager may make closing arguments.
4. The Alaska Rules of Evidence do not apply to the admission of evidence in a hearing, but the hearing officer's findings of fact must be based on reliable and relevant evidence.
5. At the conclusion of the presentation of evidence and closing arguments, the hearing officer shall consider the allegations, the evidence supporting them, and the City Manager's evidence.

F. Findings of fact and conclusions of law.

1. The hearing officer shall enter findings of fact and conclusions of law no later than 30 days after the conclusion of the hearing. The hearing officer shall notify the parties and their attorneys if an extension is required to permit the preparation of findings of fact and conclusions of law.
2. If the hearing officer finds that no violation has occurred, the complaint shall be dismissed.
3. If the hearing officer finds that a violation of this chapter 2.70 or a personnel policy, rule, or procedure has been violated, the hearing officer shall prepare and submit its findings of fact and conclusions of law to the City Manager, and shall include an order for remediation of the violation.
4. The findings of fact and conclusions of law are final and conclusive.

5. If the hearing officer determines that no violation has occurred, or otherwise dismisses the complaint for substantive reasons, the hearing officer may award full or partial attorney fees to the City. An award of fees to the complainant may not be made unless the City Council has appropriated funds for that purpose.
6. The procedures of this section are the sole and exclusive remedies of employees contesting violations of these policies and/or disciplinary actions. An employee must fully exhaust these remedies prior to filing any lawsuit or other administrative action.

G. Appeal of findings of fact and conclusions of law and penalty.

1. If the hearing officer imposes a penalty with its decision, appeal of the findings of fact and conclusions of law and the penalty may be taken to the superior court in accordance with the Alaska Rules of Appellate Procedure.
2. Notice of an appeal must be filed with the superior court within 30 days of the imposition of the penalty.

2.70.500 Employee representation.

Each employee shall be afforded an opportunity to be represented at each of the above steps upon providing reasonable documentation acceptable to the City that the person is engaged as the employee's representative. ~~At Steps 1 and/or 2 of the grievance procedure, a representative of his choice who shall be any other full time employee of the City may accompany the employee. At Steps 3 and/or 4 of the grievance procedure, a representative of his or her choice may accompany the employee.~~ Employees shall contact and discuss their problems with their representative only during break periods, lunch hour, before or after work or at any other time when they are not on duty. ~~Grievance hearings may be held during work hours.~~ [Ord. 537-08 § 2, 2008].

~~2.70.505 Disciplinary action—Appeals.~~

~~All appeals of disciplinary action shall be initiated at Step 3 of the grievance procedure. [Ord. 537-08 § 2, 2008].~~

2.70.510 Violation of grievance procedure.

The grievance procedures of this section are the sole and exclusive remedies of the employees of City contesting violations of policies and/or disciplinary actions. An employee must fully exhaust these remedies prior to filing any lawsuit or other administrative action. ~~An employee who takes an employment problem outside the administrative structure of the City without first attempting to resolve the problem in accordance with the provisions of this article shall be subject to disciplinary action.~~ [Ord. 537-08 § 2, 2008].

2.70.515 Time limits – Generally.

- A. If grievance procedures are not initiated within the time limits established by this section, the employee shall be considered as having waived his or her right to grieve the particular violation and initiation of a grievance for the same act or omission is thereafter barred.
- B. Any grievance not taken to the next step of the grievance procedure by the grievant within the time limits established by this section shall be considered settled on the basis of the last reply made and received in accordance with the provisions of this section.
- C. If the City fails to meet or answer any grievance within the time limits prescribed for such action by this section, such grievance shall automatically advance to the next step. If the City fails to meet or answer any grievance on Step 4 of the grievance procedure within the time limits prescribed for such action by this section, the grievant may consider the City's last action on the grievance the City's final step within the administrative process of the City. Thereafter, the grievance process may be initiated by the aggrieved employee through the hearing officer. [Ord. 537-08 § 2, 2008].

2.70.520 Time limits – Extension.

The time limits prescribed in this section for the initiation and completion of the steps of the grievance procedure may be extended by mutual consent of the parties so involved, or in extant circumstances, by notification of the City Manager to the aggrieved employee if such extension is necessary to the fact finding process. Likewise, any step in the grievance procedure may be eliminated by mutual content. Mutual consent shall be indicated in writing and shall be signed by all parties. [Ord. 537-08 § 2, 2008].

2.70.525 No discrimination.

No employee shall be disciplined or discriminated against in any way because of the employee's proper use of grievance procedures. [Ord. 537-08 § 2, 2008].

Article XIV. Leave

2.70.535 Eligibility ~~entitlement~~.

All permanent full time and permanent part time employees ~~classified employees~~ shall be entitled to leave accrual benefits. [Ord. 537-08 § 2, 2008].

2.70.540 Accrual rate.

Leave shall accrue at a minimum ~~at~~ the rate of:

0 – 2 years	12 hours per month
2 – 5 years	14 hours per month
5 – 10 years	16 hours per month

10 or more years

18 hours per month

The City Manager shall have discretion to award service credit for accrual purposes to newly hired City employees based on prior experience. Sick leave shall be included in the benefit package at the rate of four hours per month. [Ord. 537-08 § 2, 2008].

2.70.545 Approval – Administrative procedures.

Department directors shall submit all leave requests to the Administration Department prior to granting leave to employees in their departments so that a determination can be made that the requested amount of leave has in fact been accrued. The Administration Department shall complete the leave balance portion of the leave slip, initial the leave slip and return it to the department director. If the employee does not have sufficient leave accrued, the City Manager and the department director will be so advised. The City Manager is the only person with authority to grant leave without pay. [Ord. 537-08 § 2, 2008].

2.70.550 Accrual while on paid leave.

Leave shall continue to accrue during the period of time that an employee is on paid leave. Leave does not accrue during periods of leave without pay nor during a period of terminal leave. [Ord. 537-08 § 2, 2008].

2.70.555 Accrual computation for permanent part-time employees.

Permanent part-time employees shall accrue leave at the same rate as regular full-time employees, except that leave shall be accrued based on the proportion of actual hours worked to the number of normal duty hours in a month for a full-time employee. [Ord. 537-08 § 2, 2008].

2.70.560 Accrual – Temporary appointment.

Temporary employees shall not accrue leave. [Ord. 537-08 § 2, 2008].

2.70.565 Accrual – Maximum accumulation.

The maximum number of hours of annual leave that may be carried over after December 31st of each year is 240 hours. [Ord. 537-08 § 2, 2008].

2.70.566 Reserved.

[Ord. 537-08 § 2, 2008].

2.70.570 Accrual – Credit upon completion of probationary period.

Employees who are entitled to accrue leave upon satisfactory completion of a probationary period shall receive credit for leave accrued since the date of appointment. Leave shall be due and usable upon

completion of probationary period, generally -with the exception of police officer's leave, which shall be due and usable following 180 90-days of employment. [Ord. 537-08 § 2, 2008].

2.70.575 Regular use.

The employee shall be allowed to use any amount of accrued leave at the time he or she desires; provided, that the department director determines that the employee's absence will not be detrimental to departmental operations. The employee shall give the department director adequate notice of his or her intent to take leave. The City Manager shall approve accrued leave requests of the department directors. [Ord. 537-08 § 2, 2008].

2.70.580 Amount to be taken yearly.

The minimum number of hours of annual leave that must be taken by all employees annually is 80 hours. This limitation shall not apply to new employees until January 1st of the calendar year following this date of hire. It shall be the responsibility of each department director to insure that work is conducted and vacation planning scheduled so that each employee in the department has the opportunity to use his or her hours of leave at a time that most nearly meets his or her desires, while still allowing the maintenance of City services at an adequate level. It shall be the responsibility of each department director to see that each employee under his or her supervision takes the minimum annual leave required by this section. The department director shall provide written justification to the City Manager if an employee in his or her department fails to take the minimum number of annual leave hours required. Such written justification shall be made a part of the personnel file of the employee in question. [Ord. 537-08 § 2, 2008].

2.70.585 Regular holidays not counted.

A recognized holiday which occurs during an employee's leave shall not be counted as a day of leave. [Ord. 537-08 § 2, 2008].

2.70.590 Exemptions.

When it is not feasible nor in the best interest of the City ~~service~~ to grant requested leave to an employee, such employee shall not be penalized by loss of ~~bona fide accrued-earned~~ leave by the imposition of the maximum limits set forth above, but shall receive an automatic cashout of the excess accrued leave at the next payroll period, and the limitations of accrued leave accumulation shall be temporarily suspended. The decision of the City Manager shall govern as to the further use of such leave. [Ord. 537-08 § 2, 2008].

2.70.595 Annual – Cash in lieu.

An employee who has a balance of more than 240 hours of annual leave shall automatically receive a cashout of the excess accrued leave at the next payroll period. Such employees also may submit a request to cash in any number of annual leave hours at the employee's regular rate of pay so that the balance of remaining leave does not reduce the leave balance below 80 hours. An employee must submit their leave

cash-in requests by November 15th to be paid with the first regular payroll in December. The leave use requirements as stated above are not diminished or alleviated by cash-in of annual leave.

In documented cases of unforeseen financial emergencies, consistent with City policies of deferred compensation cash-in, the City Manager may authorize the City to purchase an employee's annual leave at his/her regular rate of pay. [Ord. 537-08 § 2, 2008].

2.70.600 Terminal leave.

Employees terminated shall be paid for their accrued earned annual leave. Accrued annual leave shall not be granted nor paid to an employee upon separation during initial probation. Accrued leave shall be paid in a lump sum. The salary or hourly rate used in computing a cash payment shall be that rate being received by the employee on the date of application for cash payment or the date that a resignation/separation notice is signed by the employee. [Ord. 537-08 § 2, 2008].

2.70.605 Reinstated employees' leave.

Reinstated employees must wait 90 days from their latest date of rehire before they will be permitted to use their accrued leave. Employees laid off due to a reduction of workforce are exempt from this section. [Ord. 537-08 § 2, 2008].

2.70.610 Military leave.

Absence from City duty for the purpose of participating as a member of a United States reserve component, either in active military service of the State or in military training, shall be authorized as required by law. [Ord. 537-08 § 2, 2008].

2.70.615 Jury leave.

Jury duty shall be treated as administrative leave from City duty without loss of longevity, leave or pay. Services in court performed by an employee when subpoenaed as a witness on behalf of the City, or when called as an expert on a matter of City concern, or relating to a municipal function, will be treated in the same manner as jury duty. In order to be entitled to jury leave, the employee shall provide his or her department director with written proof of the requirement of his or her presence for the hours claimed. Fees paid by the court (~~other than travel and subsistence allowance~~) shall be turned in for deposit to the City's general fund, except that fees paid for court duty occurring on the employee's normal nonworking days may be retained by the employee. Witness service for purposes other than those provided in this section will require use of annual leave or be considered leave without pay. The individual may retain any fees in this connection. [Ord. 537-08 § 2, 2008].

2.70.620 Leave without pay.

Leave without pay may be granted to an employee as required by law. No benefits will accrue while on leave without pay, except insurance, which will continue to be paid for 30 days or as required by law whichever is greater. [Ord. 537-08 § 2, 2008].

2.70.625 Unauthorized leave.

Any absence not authorized and approved in accordance with provisions of these regulations shall be without pay for the period of absence and shall be grounds for disciplinary action. [Ord. 537-08 § 2, 2008].

2.70.627 Emergency leave and donating leave.

An employee shall be given three paid working days off in a case of immediate family death. "Immediate family" consists of mother, father, brother, sister, wife, husband, grandmother, grandfather, children, grandchildren or stepchildren. Employees may donate their hours of leave to another employee only in cases where that employee is recovering from an accident or illness only after the employee receiving the donated leave has exhausted their accrued annual and sick leave. Such leave donations shall be time-based and made without regard to pay grade or valuation of services. [Ord. 537-08 § 2, 2008].

2.70.633 Extended absence due to illness.

Any absence for health reasons in excess of three working days or requiring hospitalization must have a signed release by a physician or physician assistant. [Ord. 537-08 § 2, 2008].

Article XV. Holidays with Pay

2.70.635 Recognized City holidays.

The following days shall be recognized as holidays with pay for all employees in permanent regular full-time and permanent part-time positions and temporary full-time positions (excluding all temporary positions of less than 15 working days' duration or not exceeding 39 hours of work per week) who are in the pay status the day before and the day after the recognized holidays:

- A. The first of January, known as New Year's Day;
- B. The third Monday in February, known as Presidents' Day;
- C. The last Monday in May, known as Memorial Day;
- D. The Fourth of July, known as Independence Day;
- E. The first Monday in September, known as Labor Day;
- F. The third Friday in October, known as Alaska Day;
- G. The eleventh of November, known as Veterans' Day;
- H. The fourth Thursday in November, known as Thanksgiving Day, and the Friday immediately following Thanksgiving Day.
- I. The twenty-fifth day of December, known as Christmas Day, and one half working day immediately preceding Christmas Day; and
- J. One personal day. [Ord. 537-08 § 2, 2008].

2.70.640 Holiday falling on Saturday or Sunday.

When a recognized holiday falls on a Saturday, the preceding Friday shall be recognized in lieu thereof and treated as a holiday with respect to overtime compensation. When a recognized holiday falls on a Sunday, the Monday following shall be recognized in lieu thereof and treated as a holiday with respect to overtime compensation. [Ord. 537-08 § 2, 2008].

2.70.645 Holiday during annual leave.

A recognized City holiday, which occurs during an employee's annual leave, shall be counted as a holiday. [Ord. 537-08 § 2, 2008].

2.70.650 Holiday falling between two days of leave without pay.

A holiday occurring between two days of leave without pay shall not be paid. [Ord. 537-08 § 2, 2008].

2.70.655 Computation of holiday pay for permanent part-time employees.

Permanent part-time employees shall be paid holiday pay prorated based on their regularly scheduled hours equivalent to the actual hours they would normally have worked on a day on which a holiday falls. [Ord. 537-08 § 2, 2008].

Article XVI. Separations

2.70.660 Resignations.

To resign in good standing, a ~~non-exempt~~ employee must present a written resignation to his appointing authority at least 14 calendar days in advance of the day of termination. Exempt employees shall give no less than thirty (30) calendar days' written notice to the City Manager in advance of the effective date of his/her resignation. The City Manager at his/her discretion may provide pay in lieu of notice for any resigning employee, but in no account shall the amount of pay exceed 14 calendar days for non-exempt employees, or 30 calendar days for department directors and exempt employees. is requirement may be waived in writing by the department director where adequate provision can be made for a successor in that period of time, as well as under extenuating circumstances. A copy of the employee's resignation, ~~as well as any waiver by the department director,~~ shall be supplied by the appointing authority to the City Manager. The City Manager may conduct an investigation in order to verify the facts relating to a resignation. [Ord. 537-08 § 2, 2008].

2.70.665 Withdrawal of resignations.

Once a written resignation has been submitted, an employee may not withdraw a resignation without the express written approval of the City Manager. [Ord. 537-08 § 2, 2008].

2.70.670 Failure to give adequate notice.

Failure to give adequate notice shall be noted on personnel separation transaction form ~~if the requirement for such notice is not waived~~. This shall prevent the employee from preferential rehire. It may also be cause for denial of any future employment with the City. [Ord. 537-08 § 2, 2008].

2.70.675 Layoffs.

Examples of reasons for layoffs are:

- A. Abolishment of a position resulting from a shortage of work funds;
- B. Completion of seasonal work for a seasonal employee;
- C. End of temporary appointment because of reinstatement of regular employee returned from military or other approved leave and transfer to another position in the same class has not been achieved.

When it is necessary to reduce the number of employees because of lack of work or funds or abolition of positions, the department director concerned shall make recommendations to the City Manager, who shall decide which employees shall be laid off. Employee efficiency shall be the major factor in determining the order in which employees shall be released, and consideration shall then be given to employees' length of service with the City. The advisability of reassigning employees in higher classes to lower classes for which they are qualified and laying off those in lower classes shall also be considered. [Ord. 537-08 § 2, 2008].

2.70.680 Dismissal for disciplinary reasons.

A department director may dismiss an employee for any just cause, including but not limited to: (i) engaging in any form of dishonesty, criminal conduct, or unethical conduct, (ii) theft of property, (iii) failure to satisfactorily perform the employee's job duties, (iv) inefficiency, insubordination, (v) tardiness or absenteeism, (vi) violating the City's Drug- and Alcohol-Free Workplace Policy, or (vii) habitual tardiness, unexcused absences and use of or influence from intoxicating beverages or drugs while on duty~~engaging in any act or omission that constitutes just cause for termination under the laws of the State of Alaska. Prior to dismissing an employee, the department director shall discuss the proposed action. Dismissal action shall be reported immediately to with the City Manager by personal consultation.~~ A personnel evaluation report shall be submitted as soon as possible, setting forth the circumstances of the case. Any nonexempt employee shall be given the opportunity to participate in a pre-termination hearing. Exempt employees are not eligible to participate in a pre-termination hearing and are not entitled to use the grievance process. Any exempt employee shall be given the opportunity to participate in a post termination "name clearing" hearing before the grievance committee or in public at the choice of the terminated exempt employee. [Ord. 537-08 § 2, 2008].

2.70.690 Dismissal notice or severance pay.

In a case where a permanent full time or permanent part time employee is laid off the City shall give the employee two weeks' notice or severance pay not to exceed two weeks. [Ord. 537-08 § 2, 2008].

Article XVII. Special Provisions

2.70.695 Gifts and gratuities.

It shall be the responsibility of each City employee to remain free from indebtedness or favors which would tend to create a conflict of interest between personal and official interests or might reasonably be interpreted as affecting the impartiality of the individual employee. If an employee is tendered or offered a gift or gratuity that would, in the eyes of the public or public officials, be construed as an attempt to bribe, influence or encourage special consideration with respect to municipal operations, such offer shall be reported without delay to the employee's immediate supervisor who in turn will inform the department director. If there is any doubt about whether a gift or gratuity is of such significance as to create undue influence upon an employee, the matter shall be reported to the department director concerned. If any employee knowingly accepts any gift or gratuity, which creates undue influence or results in special consideration, which benefits the giver, then, with the approval of the City Manager, that employee shall be dismissed from the City service. [Ord. 537-08 § 2, 2008].

2.70.700 Outside employment.

- A. No employee shall engage in any other employment, whether public, private or self-employment, during scheduled work hours nor outside scheduled work hours if such employment conflicts with the City's interests or adversely affects the employee's availability and usefulness. Supervisors are responsible for enforcing this regulation, and informing all employees under their supervision of its provisions.
- B. The following types of other employment are considered contrary to the City's interests and to adversely affect the availability and usefulness of employees:
 - 1. Preparation of financial reports subject to City audit or review;
 - 2. For department or division directors, or supervisory personnel, service as an officer of any union or association of City employees other than one representing such supervisory position;
 - 3. Active participation in the management of any business organization that obtains, or is attempting to obtain, funds or business from the City; ~~and~~
 - 4. Other employment wherein data or information to which access is provided by City employment could be used; and
 - ~~4.5. Any secondary employment that interferes with the employee's ability to adequately perform their job position for the City.~~
- C. ~~In administering this regulation, all management personnel shall encourage their employees to obtain w~~All employees engaged in secondary employment shall obtain written permission from the City Manager ~~through their supervisor~~ before accepting other employment. [Ord. 537-08 § 2, 2008].

Article XVIII. Travel Expenses

2.70.710 Per diem allowance.

Officers and employees of the City, while traveling on official business away from the City, shall be allowed a per diem allowance, which shall ~~be equivalent to the per diem rate offered by the State of Alaska to its employees, as the same may be amended from time to time~~ be established by resolution of the City Council. [Ord. 537-08 § 2, 2008].

2.70.715 Mileage allowance.

Officials and employees of the City, while on official business away from the City, when using their own privately owned vehicle, shall be allowed a mileage allowance, which shall ~~be equivalent to the current Internal Revenue Service mileage rate, as amended from time to time~~ established by resolution of the City Council. In addition to this mileage allowance, reimbursement shall be allowed for the actual cost of parking and other charges. [Ord. 537-08 § 2, 2008].

Article XIX. Prevention of Substance Abuse in the Workplace

2.70.720 Substance abuse policy.

It is the policy of the City of Whittier to achieve and maintain a safe work environment free from influence of alcohol and drug abuse through education, intervention and, where appropriate, drug and alcohol testing and disciplinary measures in order to assure the safety and protection of City employees, residents, visitors and facilities. City employees must comply with the Drug- and Alcohol-Free Workplace Policy of the City, the terms and conditions of which are incorporated herein by reference. ~~The City prohibits the possession, use, distribution, or sale of alcohol or illicit drugs in the workplace or when conducting City business and requires employees, contractors, and volunteers to be free from illicit drugs and the influence of alcohol when entering upon the workplace, while on duty and when conducting City business. The City cannot tolerate impairment of employee performance from the use of alcohol, drugs or other unlawful substances, including abuse of prescription drugs.~~ [Ord. 537-08 § 2, 2008].

2.70.723 Substance abuse program.

~~A. The City Manager shall promulgate and enforce procedures for the implementation of WMC 2.70.720 consistent with the personnel administration standards and procedures contained in WMC 2.70.010 et seq., including, where appropriate:~~

~~1. Pre-employment drug testing for all safety sensitive and public safety positions and positions required by Federal or State law or regulations to be subject to pre-employment drug testing;~~

~~2. Random drug and alcohol testing of all employees, contractors and volunteers involved in transportation or other activities who are required by State or Federal laws or regulations to submit to such random tests, at the frequency required under the State or Federal laws or regulations;~~

~~3. Post-accident drug and alcohol testing of an employee, contractor or volunteer involved in a work related accident, when testing is justified, including a vehicle accident or other event where State or Federal laws or regulations require the employees associated with the accident to submit to post-accident drug and alcohol tests;~~

~~4. Follow-up random and return to duty testing of an employee who has either tested positive on an earlier test or has agreed to enter a rehabilitation program or counseling because of drug or alcohol induced problems; and~~

~~5. Reasonable suspicion drug and alcohol testing where any supervisor or other designated person who has received the minimum training required to recognize the symptoms of substance abuse has determined pursuant to established procedures that reasonable and specific grounds exist to believe that poor performance, unsafe or other acts of an employee, contractor or volunteer in the workplace are due to observed symptoms of being under the influence of drugs or alcohol.~~

~~The Manager, upon a determination that a position covered under the general language of this subsection (A) does not have duties or responsibilities involving possible significant threats to employee or public safety, may exempt or reduce the testing requirements applicable to such position to the extent Federal and State testing requirements do not apply to the position.~~

~~B. Where a State or Federal law or regulation requires drug or alcohol testing of employees, contractors, volunteers or applicants, the City shall implement the applicable requirements. A testing program meeting applicable State and Federal requirements is deemed to meet the requirements of subsection (A) of this section. This existence of State or Federal testing requirements does not preclude the City Manager from implementing a broader drug or alcohol testing program.~~

C. The City Manager shall take such additional actions as necessary to implement a program that will meet the requirements of the Drug Free Workplace Act of 1988. [Ord. 537-08 § 2, 2008].

Section 4: Effective Date. This ordinance is effective immediately upon adoption.

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE WHITTIER
CITY COUNCIL THIS ____ DAY OF _____, 2017.

1. Introduction date: June 20, 2017

Public Hearing: _____, 2017

ATTEST:

Jennifer Rogers
City Clerk

Daniel Blair
Mayor